

## **CR-05 - Goals and Outcomes**

### **Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)**

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The FFY2019 Consolidated Annual Performance and Evaluation Report (CAPER) describes Howard County's affordable housing and community development activities carried out over the past program year running from July 1, 2019 through June 30, 2020. The CAPER also provides a community a concise breakdown of the federal funds used for activities that were undertaken during the program year and an evaluation of the County's progress of carrying out the goals and objectives as stated in the Four Year Consolidated Plan FFY 2016-2019. Howard County is designated as an entitlement jurisdiction for two funding programs administered by the U.S. Housing and Urban Development (HUD): Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) Program.

Over the past year, Howard County has worked to preserve and retain the affordable housing stock through housing rehabilitation projects, and to increase the availability of affordable permanent housing for persons with disabilities, special needs populations and low-income working families in our community. To encourage homeownership, Howard County is working with income eligible household move towards the goal of homeownership by providing access to down payment assistance, to make the home purchase more affordable.

To address the complex issues contributing to homelessness in our community, the public services activities helped to provide a multi-faceted network of programs and support services that prevent homelessness as often as possible and coordinates care for homeless individuals and families, so they may become self-sufficient as quickly as possible.

In addition to these other activities, Howard County worked with three (3) of our nonprofit partners to provide needed rehabilitation to their facilities helping to preserve these programs that serve Howard County residents with disabilities and formerly homeless households.

### **Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
AM-1 Overall Coordination	Administration, Planning, and Management	CDBG: \$ / HOME: \$	Other	Other	8	8	100.00%	2	2	100.00%
AM-2 Fair Housing	Administration, Planning, and Management	CDBG: \$	Other	Other	4	4	100.00%	1	1	100.00%
CD-1 Community Facilities	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2000	1599	79.95%	1115	99	8.88%
CD-1 Community Facilities	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	8	21	262.50%	1	1	100.00%
CD-1 Community Facilities	Non-Housing Community Development	CDBG: \$	Rental units rehabilitated	Household Housing Unit	1	1	100.00%	1	1	100.00%
CD-1 Community Facilities	Non-Housing Community Development	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	400	583	145.75%	0	0	

CD-1 Community Facilities	Non-Housing Community Development	CDBG: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0		0	0	
CD-1 Community Facilities	Non-Housing Community Development	CDBG: \$	Other	Other	0	0		0	0	
CD-2 Infrastructure	Non-Housing Community Development	CDBG: \$ / HOME: \$	Other	Other	0	0				
CD-3 Public Services	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	105		0	0	
CD-3 Public Services	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0				
CD-3 Public Services	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	240	540	225.00%	0	470	

CD-3 Public Services	Non-Housing Community Development	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	140	159	113.57%	35	23	65.71%
CD-3 Public Services	Non-Housing Community Development	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	0	0		0	0	
CD-3 Public Services	Non-Housing Community Development	CDBG: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0		0	0	
CD-4 Accessibility	Non-Housing Community Development	CDBG: \$ / HOME: \$	Other	Other	0	0				
CD-5 Public Safety	Non-Housing Community Development	CDBG: \$ / HOME: \$	Other	Other	0	0				
CD-6 Code Enforcement	Non-Housing Community Development	CDBG: \$ / HOME: \$	Other	Other	0	0				
CD-7 Clearance	Non-Housing Community Development	CDBG: \$ / HOME: \$	Other	Other	0	0				

CD-8 Revitalization	Non-Housing Community Development	CDBG: \$ / HOME: \$	Other	Other	0	0				
CD-9 Historic Preservation	Non-Housing Community Development	CDBG: \$ / HOME: \$	Other	Other	0	0				
ED-1 Employment	Economic Development	CDBG: \$ / HOME: \$	Other	Other	0	0				
ED-2 Financial Assistance	Economic Development	CDBG: \$ / HOME: \$	Other	Other	0	0				
ED-3 Redevelopment Program	Economic Development	CDBG: \$ / HOME: \$	Other	Other	0	0				
ED-4 Financial Incentives	Economic Development	CDBG: \$ / HOME: \$	Other	Other	0	0				
HO-1 Continuum of Care	Homeless	CDBG: \$ / HOME: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	16	9	56.25%			

HO-1 Continuum of Care	Homeless	CDBG: \$ / HOME: \$	Other	Other	0	0				
HO-2 Operation/Support	Homeless	CDBG: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0		100	105	105.00%
HO-2 Operation/Support	Homeless	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	400	449	112.25%			
HO-2 Operation/Support	Homeless	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	400	583	145.75%			
HO-2 Operation/Support	Homeless	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	0	0				
HO-2 Operation/Support	Homeless	CDBG: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0				
HO-3 Prevention and Housing	Homeless	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0				

HO-3 Prevention and Housing	Homeless	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0				
HO-3 Prevention and Housing	Homeless	CDBG: \$	Homelessness Prevention	Persons Assisted	220	511	232.27%	0	0	
HO-4 Housing	Homeless	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	400	661	165.25%	100	78	78.00%
HO-4 Housing	Homeless	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0				
HO-4 Housing	Homeless	CDBG: \$	Rental units constructed	Household Housing Unit	2	2	100.00%	2	2	100.00%
HO-4 Housing	Homeless	CDBG: \$	Rental units rehabilitated	Household Housing Unit	12	21	175.00%	12	21	175.00%
HO-4 Housing	Homeless	CDBG: \$	Homeowner Housing Added	Household Housing Unit	0	0		0	0	
HO-4 Housing	Homeless	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	0	0		0	0	

HO-4 Housing	Homeless	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	400	309	77.25%	0	0	
HO-4 Housing	Homeless	CDBG: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0		0	0	
HO-4 Housing	Homeless	CDBG: \$	Housing for Homeless added	Household Housing Unit	4	6	150.00%	1	0	0.00%
HO-4 Housing	Homeless	CDBG: \$	Housing for People with HIV/AIDS added	Household Housing Unit	0	0		0	0	
HO-4 Housing	Homeless	CDBG: \$	Other	Other	4	9	225.00%			
HO-5 Permanent Housing	Homeless	CDBG: \$ / HOME: \$	Other	Other	0	0				
HS-1 Housing Rehabilitation	Affordable Housing	CDBG: \$	Rental units rehabilitated	Household Housing Unit	0	5		0	0	
HS-1 Housing Rehabilitation	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	128	72	56.25%	32	0	0.00%
HS-2 Rental Rehabilitation	Affordable Housing	CDBG: \$ / HOME: \$	Other	Other	0	0				



HS-3 Housing Construction	Affordable Housing	CDBG: \$ / HOME: \$	Other	Other	0	0				
HS-4 Home Ownership	Affordable Housing	HOME: \$	Homeowner Housing Added	Household Housing Unit	0	0		0	0	
HS-4 Home Ownership	Affordable Housing	HOME: \$	Direct Financial Assistance to Homebuyers	Households Assisted	16	17	106.25%	3	5	166.67%
HS-5 Public Housing	Affordable Housing	CDBG: \$ / HOME: \$	Other	Other	0	0				
SN-1 Housing	Non-Homeless Special Needs	CDBG: \$ / HOME: \$	Rental units constructed	Household Housing Unit	0	0				
SN-1 Housing	Non-Homeless Special Needs	CDBG: \$ / HOME: \$	Rental units rehabilitated	Household Housing Unit	0	0		0	0	
SN-1 Housing	Non-Homeless Special Needs	CDBG: \$ / HOME: \$	Homeowner Housing Added	Household Housing Unit	0	0				
SN-1 Housing	Non-Homeless Special Needs	CDBG: \$ / HOME: \$	Homeless Person Overnight Shelter	Persons Assisted	400	583	145.75%	0	0	

SN-1 Housing	Non-Homeless Special Needs	CDBG: \$ / HOME: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0				
SN-1 Housing	Non-Homeless Special Needs	CDBG: \$ / HOME: \$	Other	Other	8	13	162.50%	3	5	166.67%
SN-2 Social Services	Non-Homeless Special Needs	CDBG: \$ / HOME: \$	Other	Other	0	0				
SN-3 Accessibility	Non-Homeless Special Needs	CDBG: \$ / HOME: \$	Other	Other	0	0				

**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

**Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

**REPORTING NOTE:** Please see - “FFY19 Project Descriptions and Outcomes that has been uploaded into IDIS for detailed project outcomes by

activity names and IDIS numbers.

**Howard County made good progress towards its Consolidated Plan goals over the last year:**

- **Renter-Occupied Rehabilitation:** The County assisted 21 renter households (CDBG)
- **Special Needs Housing Acquisition:** The County assisted 5 single room occupancy (SRO) units (HOME)
- **Special Needs Housing Rehabilitation:** The County assisted 2 units (CDBG)
- **First Time Homebuyer Assistance:** The County assisted 5 households (HOME)
- **Low-income Working Housing:** The County assisted 2 units (CDBG)

During FFY2019, the County was able to rehabilitate twenty-one (21) rental housing units, to increase safety and help preserve affordable housing for low-income families living in them. CDBG was also used to create two (2) additional units of low-income households working Howard County through acquisition of two (2) existing condominium units. In addition, CDBG was used for the rehabilitation of one (1) sober-living facility and one (1) facility that serves a formerly homeless family to preserve access to affordable housing for income eligible Howard County residents.

Through CDBG public service funding; 290 people were diverted from homelessness through housing stabilization funding; 105 homeless individuals accessed critical social and support services for both the sheltered and unsheltered homeless; 101 victims of domestic violence/human trafficking were provided safe sheltering after fleeing situations of violence.

HOME program funds were used to acquire one (1) 2-bedroom condominium unit and one (1) 3-bedroom townhome unit to create five (5) single room occupancy (SRO) for five (5) extremely low-income persons that have a developmental disability in Howard County.

Lastly, HOME Program funds were used to assist five (5) moderate-income families to achieve homeownership with downpayment and closing cost assistance.

## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG	HOME
White	182	6
Black or African American	495	3
Asian	31	16
American Indian or American Native	0	0
Native Hawaiian or Other Pacific Islander	0	0
<b>Total</b>	<b>708</b>	<b>25</b>
Hispanic	24	1
Not Hispanic	684	24

Table 2 – Table of assistance to racial and ethnic populations by source of funds

### Narrative

**PLEASE SEE TABLE AND NARRTIVES UPLODED IN CR-00 - ADMINISTRATION SCREEN FOR THIS SECTION ANSWER**

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	1,246,937	957,709
HOME	public - federal	422,239	259,254

Table 3 - Resources Made Available

### Narrative

During FFY2019, Howard County had \$2,521,033.78 in available HUD funds. The Community Development Block Grant (CDBG) allocation was \$1,246,937 and **\$770,356.00 CDBG-CV funding**. The County received \$55,290.59 in Program Income (PI). The total amount of CDBG funding available was \$2,072,583.59. The HOME Program allocation was \$422,239. The County used \$26,181.19 in HOME PI in FFY2019.

For FFY2019 the total expended in CDBG funding was \$957,708.63, the total expended in CDBG-CV funding was \$54,967.36 and the total expended in HOME funding was \$259,253.90. Howard County spent a combined total of \$1,217,929.89 in HUD funding on activities benefitting income-eligible, at-risk and vulnerable residents throughout the county.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Howard County	100		

Table 4 – Identify the geographic distribution and location of investments

### Narrative

One hundred percent of the CDBG and HOME Program expenditures benefitted income-eligible Howard County residents.

## Leveraging

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

Howard County Government provides additional funding resources through Howard County Department of Housing and Community Development (DHCD), which supported the goals and outcomes of the CDBG and HOME Program activities. \$3,004,000 was funded through Howard County's Fiscal Year 2020 budget to continue support for the County's Housing Initiative Loan Fund. In FFY2019 Howard County continued to provide funding to area non-profits through a funding application, the County's MIHU Fee-In-Lieu Program, \$400,000 further supported the goals set within the Consolidated Plan.

In addition, the County provides funding through its' Community Service Partnerships Grant Program (CSP). This is a local, competitive grants program administered by the Howard County Department of Community Resources and Services (DCRS). In FFY19, DCRS awarded \$8,007,457 in CSP funding to local agencies, a portion of which supports the Plan to End Homelessness activities for the Continuum of Care (CoC), and the Coordinated System of Homeless Services (CSHS), the CoC's coordinated assessment system.

As the Lead Agency for the CoC, DCRS also administers the following Federal and state grants:

- The Homelessness Solutions Program grant - The Maryland Department of Housing and Community Development, Division of Neighborhood Revitalization, administers the Homelessness Solutions Program (HSP). HSP brings together six different funding sources, including the State's ESG Allocation, in order to provide one consolidated stream of funding for local Continuums of Care to address homelessness.
- The Continuum of Care (CoC) Program funded by the U. S. Department of Housing and Urban Development.

Non-profits have utilized funds from private lenders to support HOME-assisted projects and the County's only CHDO has used State Bond financing when acquiring properties to house low-income disabled persons.

<b>Fiscal Year Summary – HOME Match</b>	
1. Excess match from prior Federal fiscal year	6,196,399
2. Match contributed during current Federal fiscal year	0
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	6,196,399
4. Match liability for current Federal fiscal year	94,986
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	6,101,413

**Table 5 – Fiscal Year Summary - HOME Match Report**

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
617	0	0	0	0	0	0	0	0
618	0	0	0	0	0	0	0	0
619	10/29/2018	0	0	0	0	0	0	0
631	11/30/2018	0	0	0	0	0	0	0
632	11/28/2018	0	0	0	0	0	0	0
634	0	0	0	0	0	0	0	0
635	0	0	0	0	0	0	0	0
637	03/08/2019	0	0	0	0	0	0	0
638	12/28/2018	0	0	0	0	0	0	0
639	03/22/2019	0	0	0	0	0	0	0

Table 6 – Match Contribution for the Federal Fiscal Year

## HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at begin-ning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
30,764	0	30,764	26,181	0

Table 7 – Program Income



Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Contracts						
Dollar Amount	0	0	0	0	0	0
Number	0	0	0	0	0	0
Sub-Contracts						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
Contracts						
Dollar Amount	0	0	0			
Number	0	0	0			
Sub-Contracts						
Number	0	0	0			
Dollar Amount	0	0	0			

**Table 8 - Minority Business and Women Business Enterprises**

<b>Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted</b>						
	<b>Total</b>	<b>Minority Property Owners</b>				<b>White Non-Hispanic</b>
		<b>Alaskan Native or American Indian</b>	<b>Asian or Pacific Islander</b>	<b>Black Non-Hispanic</b>	<b>Hispanic</b>	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

**Table 9 – Minority Owners of Rental Property**

<b>Relocation and Real Property Acquisition</b> – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired		0		0		
Businesses Displaced		0		0		
Nonprofit Organizations Displaced		0		0		
Households Temporarily Relocated, not Displaced		0		0		
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

**Table 10 – Relocation and Real Property Acquisition**

## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	108	311
Number of Special-Needs households to be provided affordable housing units	3	7
<b>Total</b>	<b>111</b>	<b>318</b>

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	63	290
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	44	21
Number of households supported through Acquisition of Existing Units	4	7
<b>Total</b>	<b>111</b>	<b>318</b>

Table 12 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

Howard County was successful in completing the following Affordable Goals for FFY2019:

- **Renter-Occupied Rehabilitation:** The County assisted 21 renter households (CDBG)
- **Special Needs Housing Acquisition:** The County assisted 5 single room occupancy (SRO) units (HOME)
- **Special Needs Housing Rehabilitation:** The County assisted 2 units (CDBG)

- **First Time Homebuyer Assistance:** The County assisted 5 households (HOME)
- **Low-income Working Housing:** The County assisted 2 units (CDBG)

During FFY2019, the County was able to rehabilitate twenty-one (21) rental housing units, to increase safety and help preserve affordable housing for low-income families living in them. CDBG was also used to create two (2) additional units of low-income households working Howard County through acquisition of two (2) existing condominium units. In addition, CDBG was used for the rehabilitation of one (1) sober-living facility and one (1) facility that serves a formerly homeless family to preserve access to affordable housing for income eligible Howard County residents.

HOME program funds were used to acquire one (1) 2-bedroom condominium unit and one (1) 3-bedroom townhome unit to create five (5) single room occupancy (SRO) for five (5) extremely low-income persons that have a developmental disability in Howard County.

Lastly, HOME Program funds were used to assist five (5) moderate-income families to achieve homeownership with downpayment and closing cost assistance.

The County experienced a gap between its goals and outcomes between in one activity, the homeowner rehabilitation being done through Rebuilding Together came in below the anticipated 32 units receiving rehabilitation.

During this program year, due to the COVID-19 pandemic, the Governor issued an Executive Order for the State of Maryland which requires residents to stay at home, and as a result of the pandemic Rebuilding Together services had to be shifted to respond to the crisis. This CDBG activity (Home Repairs) has been given an amended grant term to allow for a safe administration of these home repairs and will be performed during the period **July 1, 2019 through June 30, 2021.**

#### **Discuss how these outcomes will impact future annual action plans.**

Howard County does not anticipate future Annual Action Plans to be impacted by the current year's outcomes. The County will continue to implement affordable housing programs in the most efficient and effective ways possible. The County is committed to creating and maintaining partnerships that will foster the creation of more affordable units in the future.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

<b>Number of Households Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	493	4
Low-income	171	0
Moderate-income	13	15
<b>Total</b>	<b>677</b>	<b>19</b>

**Table 13 – Number of Households Served**

**Narrative Information**

***PLEASE SEE TABLE AND SEC 215 & WORST-CASE NEED NARRTIVES UPLODED IN CR-00 -  
ADMINISTRATION SCREEN FOR THIS SECTION ANSWER***

## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

Howard County adopted a local Plan to End Homelessness (PEH) in 2010 and updated the plan in February of 2020 known as The Path Home. The Path Home establishes strategic goals that will align resources and services within the homeless response system. The strategic goals will guide specific annual action plans. The goals and action plans will place emphasis on ensuring that the coordinated entry system includes necessary, appropriate, quality interventions and sufficient capacity to meet the needs of those presenting to the system. These interventions will be housing first and housing resources focused.

Howard County uses a Coordinated Entry System to meet the individualized needs of homeless persons. It utilizes the following four (4) steps:

1. Access through entry points known to the community. Accomplished by: hotline, prevention, safe house, and street outreach.
2. Assess strengths, barriers, and vulnerabilities. Accomplished by: triage and standard assessment VI-SPDAT and Prevention Targeting Tool.
3. Prioritize specific and defined set of criteria. Accomplished by: By-Name list.
4. Refer connection to available resources. Accomplished by: prevention, shelter, case management, rapid rehousing, and permanent supportive housing.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

Howard County's Strategic Plan to End Homelessness's Goal #2 is to ensure that every person experiencing homelessness in Howard County has access to immediate, safe, and appropriate shelter. An effective homeless response system includes immediate access to low-barrier emergency shelter coupled with skilled, engaged street outreach. The Coalition is committed to ensuring that no person is forced to sleep in a place not intended for human habitation or loses their life because of their homeless experience. The Coalition will provide continuous outreach to unsheltered homeless individuals who otherwise might not seek out services, and ensure sufficient emergency shelter capacity to meet the needs of the community. Howard County intends to meet this goal by:

- Ensure adoption of a system-wide housing first approach by all Coalition members and eliminate policies and practices that do not embrace a housing first approach. This includes county residency requirements; participation in services; income requirements; and behavior requirements unrelated to health and safety.

- Establish a housing-focused street outreach team whose primary responsibility is to identify and engage people experiencing unsheltered homelessness and connect them to shelter (if available and desired) and coordinated entry for permanent housing resources.
- The CoC should collect, review and analyze key output and performance measure outcome data to ensure on-going effectiveness of street outreach services.
- Continue implementation of a low-barrier, housing first approach to accessing and staying in emergency shelter in Howard County, and eliminate requirements unrelated to health and safety to access and remain in shelter.
- Provide housing-focused, rapid-exit services to quickly connect all households residing in emergency shelter to safe and appropriate permanent housing.
- Regularly review program level data on shelter outcomes relating to placement rates in permanent housing, timely exits and cost-effectiveness to target system performance improvement strategies.
- Target limited transitional housing resources to the most vulnerable people experiencing homelessness by participating in the coordinated entry system, and eliminate rules that screen people out due to perceived barriers.
- Shift the focus of supportive services in transitional housing programs to align with a housing-focused, rapid-exit approach.

(Source: The Path Home, Howard County's Strategic Plan to End Homelessness, The Five-Year Plan 2020 to 2025, pg. 25)

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

Howard County's Strategic Plan to End Homelessness's Goal #1 is to ensure that there are no new or repeat episodes of homelessness in Howard County. An effective homeless response system is one that safely and appropriately diverts households from homelessness and provides targeted homelessness prevention whenever possible. Howard County's Coordinated Entry System will provide comprehensive, housing first services that apply a lens of racial equity, are culturally competent, and are guided by evidence-based best practices to minimize the duration and compounding impact of homelessness. This will include supportive pathways for those who do experience homelessness to achieve income maximization, exit to stable housing quickly, and prevent a repeat episode of homelessness in the future. Howard County intends to meet this goal by:

- Undertake a review and analysis of all prevention programs and prevention-type services that are both, operating in Howard County, and based on the goals of The Path Home.

- Determine which programs most appropriately align with the role of the homeless response system and which may be better funded outside the system.
- Establish a system-wide homeless prevention program — with written standards — to include a standardized assessment and performance measure outcome benchmarks and goals.
- Develop and support a robust structure to implement diversion strategies and measure the impact on the homeless response system.
- To increase employment opportunities for households experiencing homelessness in Howard County, the CoC Lead Agency should coordinate a system-wide employment strategy informed by data and the coordinated entry process.
- The Coalition, led by the CoC Board, should explore and identify factors driving racial and ethnic disparities to determine who is experiencing homelessness and how different types of permanent housing resources are distributed by the homeless services system.
- The CoC Board should develop an action plan to reduce disparities and establish community-level performance measured outcome goals to track progress on these efforts.
- Re-assess and streamline current coordinated entry core elements — the ACCESS, ASSESS, PRIORITIZE and REFER processes — to achieve simplicity, clarity and transparency in system coordination and decision-making.
- Develop a dashboard using HMIS to track progress on system flow improvements and outcomes.

(Source: The Path Home, Howard County's Strategic Plan to End Homelessness, The Five-Year Plan 2020 to 2025, pg. 23)

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

Howard County's Strategic Plan to End Homelessness's Goal #3 is to increase access to permanent housing for people experiencing homelessness in Howard County. An effective homeless response system has an affordable and diverse supply of housing that meets the needs of the most vulnerable persons. Currently, households experiencing homelessness in Howard County struggle to access permanent housing in a timely manner. Challenges include limited landlord engagement and recruitment; limited affordable housing; and limited rapid re-housing program capacity. Howard County intends to meet this goal by:

- To ensure that the most vulnerable households fleeing domestic violence, dating violence, sexual assault, and stalking are prioritized for all available housing resources within the CoC, and to come into compliance with federal and state requirements, HopeWorks HSP (ESG) funded program should more fully participate in the coordinated entry system.



- To increase permanent housing opportunities and decrease the time people experience homelessness in Howard County, the CoC Lead Agency should coordinate a systemwide landlord engagement strategy to create a pipeline of available units informed by data and the coordinated entry process.
- Adopt the National Alliance to End Homelessness' Rapid Re-Housing Performance Benchmarks and Program Standards to fully incorporate the three core components and current best practices into CoC rapid re-housing projects.
- Scale up rapid re-housing resources to make it the primary housing intervention in Howard County CoC.
- Assess current permanent supportive housing projects and formalize a "move on" strategy to increase system flow and to ensure that this deep resource is serving the most vulnerable households using a dynamic prioritization approach.
- Ensure that all permanent supportive housing adopts and implements a housing first approach in both policy and practice.

(Source: The Path Home, Howard County's Strategic Plan to End Homelessness, The Five-Year Plan 2020 to 2025, pg. 27)

## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing**

The Housing Commission has developed partnerships with Bridges to Housing Stability, the Howard County Department of Corrections, and the Howard County Health Department to provide housing and supportive services individuals with disabilities, homeless individuals, and returning citizens.

The Housing Commission will continue its participation in the Baltimore Regional Project-Based Voucher (PBV) Program that is designed to encourage new quality affordable rental housing in the metropolitan Baltimore area, particularly in safe neighborhoods with high quality public schools that are close to job growth. In 2019, the Housing Commission was awarded twenty (20) project-based vouchers for the Artist Flats at New Cultural Center.

The Housing Commission is actively pursuing funding for a multi-year demonstration project that would enable participants in the Housing Choice Voucher Program (HCVP) to relocate to neighborhoods with less poverty. The proposed voucher de-concentration plan would enable: disadvantaged families to benefit from the opportunities that come with living in surroundings that are more economically diverse; at-risk neighborhoods to benefit from an infusion of families that have more moderate ranges of income lessening the concentration poverty and stabilizing property values; stabilize neighborhoods; and support more racially and economically-mixed neighborhoods.

### **Actions taken to encourage public housing residents to become more involved in management and participate in homeownership**

The Howard County Housing Commission operates a Housing Choice Voucher for Homeownership Program. The Commission does not limit participation in the program. The program eligibility requirements are as follows:

- Families participating in the Section 8 Homeownership Program must be in good standing, and must have participated in the Section 8 Program, or other Howard County or Housing Commission programs for at least 2 years prior to execution of the Contract of Sale. The family must also have participated in the Family Self Sufficiency Program for a period of at least 6 months prior to the date of settlement.
- The minimum income required for program participation is \$24,000. If the family meets the HUD minimum income requirements of the Federal Minimum hourly wage rate multiplied by 2,000 hours, and has been pre-qualified for financing with a lending institution which meets the requirements of Section 25.7 of this plan, they are exempted from the \$24,000 minimum income requirement.
- Welfare assistance shall not be counted towards the \$24,000 minimum income requirement unless the head of household is elderly or disabled, as defined in the Administrative Plan.
- Eligible families must demonstrate that at least one adult member of the family who will own

the home at commencement of homeownership assistance is currently employed at least 30 hours per week, and has been continuously employed for at least one year prior to commencement of homeownership assistance. This requirement does not apply for families where the head of household is elderly or disabled.

- In order to qualify for participation in the Section 8 Homeownership Program, the family must qualify as a "first-time homeowner". A first-time homeowner is defined as a family of which no member owned or presently has any ownership interest in a unit during the three years before commencement of homeownership assistance. A first-time homeowner also includes a single parent or displaced homemaker who while married, owned a home with his or her spouse, or resided in a home owned by his or her spouse.
- Eligible families shall not include any family with a member who has previously received assistance under the homeownership option, and has defaulted on a mortgage securing debt incurred to purchase the home.
- Prior to commencement of homeownership assistance, the family must attend and satisfactorily complete pre-assistance homeownership counseling with a HUD approved counseling agency, or an equivalent program of counseling activities as designated by the Commission.

The Howard County Housing Commission operates a Family Self-Sufficiency Program. The Commission does not limit participation in the program if demand exceeds the HUD required size limit. The Housing Commission also sponsors a "Getting Ahead" Program that targets Family Self Sufficiency Participants, Zero Income Families and other low- income families residing in Howard County. The "Getting Ahead" Initiative examines the causes of Poverty and helps participants to understand that poverty is not simply caused by the choices of the individual but is both "generational" and "situational". Program participants perform a Self-Assessment, identify personal strengths and establish a personal plan for building resources. The initiative focuses on "Bridges out of Poverty" and examines what the community has to offer as well as what participants can contribute to the community.

### **Actions taken to provide assistance to troubled PHAs**

Not applicable; the Housing Authority is not designated a "troubled" in its most recent SEMAP assessment.

## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

Howard County continued to work both locally as well as regionally to improve public opinion and public policy which create barriers to affordable housing. Howard County along with Baltimore City, Anne Arundel, Baltimore, and Harford County fund a portion of the salary for a Housing Policy Coordinator who is responsible with coordinating and guiding the implementation of the regional initiatives to address identified potential impediments to Fair Housing Choice. Due to space restriction, the following initiatives are some that the Baltimore Regional Fair Housing Implementation Plan collaborative worked on in FFY2019:

- Completed a new 2020 Regional Analysis of Impediments to Fair Housing Choice (AI), including:
- Continued work with consultant team led by Root Policy Research to release a draft AI on March 2 and finalize it by the end of June. Use of BMC's Preservation Database for analysis of publicly assisted units, including by accessibility for persons with disabilities and location relative to opportunity areas. Convening the AI Stakeholder Work Group an additional three times – twice to review draft action steps and one additional time jointly with the BMC Housing Committee to review the draft AI – making a total of eleven Stakeholder Work Group meetings. Seven additional outreach meetings and events, combined with 28 from fiscal year 2019 to make a total of 35 outreach meetings and events. One additional local hearing, combined with six from FY 2019 for a total of seven local hearings prior to the release of the draft Regional AI on March 2, 2020. 52-day public comment period on draft AI from March 2 to April 22, 2020, including public hearing. Edits to draft and responses to comments completed by end of June. Action steps included in each jurisdiction's Consolidated Plan set to begin July 1, 2020.
- Moved to expand and sustain the Baltimore Regional Project-Based Voucher (PBV) Program, a collaboration of six public housing agencies (PHAs), the Baltimore Regional Housing Partnership (BRHP), and Baltimore Metropolitan Council (BMC):
- Participating housing agencies signed an addendum to the original 2016 Intergovernmental Agreement: Adding an additional 50 vouchers to the program, bringing it to a total of 150 vouchers. Promising to contribute a total of \$60,000 per year beginning fiscal year 2021 to support central coordination of the program by BMC's housing policy coordinator, sustaining it beyond the original 2015 HUD seed grant. Awarded an additional 81 project-based vouchers (PBVs) to eight proposed developments through a new February 2020 RFP, for a total of 145 vouchers awarded from this newly expanded pool of 150. The first four developments, containing a total of 34 regional project-based vouchers, closed on their financing, with signed Agreements to enter into a Housing Assistance Payments contract (AHAPs) for the project-based vouchers, and began construction.
- Fair Housing Group continued its analysis of Low Income Housing Tax Credit

awards/applications, showing that DHCD's 2019 removal of opportunity-area incentives drove the share of Baltimore-area 2019 tax credit awards in Communities of Opportunity down to 33 percent.

### **Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

The most common housing problem in Howard County is housing affordability. The need for accessible, decent, safe, and sanitary affordable housing exceeds the supply of housing; especially for cost-burdened and low-income (6,039 households with a housing problem), very low-income (5,265 households with a housing problem), and extremely low-income (4,330 households with a housing problem) households in the County.

Howard County continued to partner with and provide funding to local nonprofits for the development of affordable housing to create housing opportunities for the income-eligible households and special needs populations throughout the county. Howard County worked on the following strategies during the program year:

- Continued to support efforts to create affordable housing through funding provided to Bridges to Housing Stability (2 units – low-income working families)
- Continue to support the preservation of affordable housing through funding provided to Bridges to Housing Stability and the Howard County Housing Commission to provide rehabilitation to preserve low-income rental units for clients in their programs (23 units)
- Continue to support the preservation of facilities serving vulnerable populations through funding provided to Help End Homelessness and Living in Recovery (2 units special-needs housing)
- Continue to support the creation of affordable housing for vulnerable populations through funding provided iHomes (5 single room occupancy (SROs) for special-needs housing).
- Continue to provide funding for homeownership through the County's Settlement and Downpayment Program (SDLP) (5 units)

### **Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

The Howard County Health Department continues to case manage children under the age of 6 with blood lead levels of 5 µg/dL or more. The Maryland Guidelines for Assessment and Management of Childhood Lead Exposure mandate testing for all children at ages 12 and 24 months. These children can be tested by capillary ("finger stick") testing at their provider's offices or sent out for venous blood draws. All children who are identified as having elevated blood lead levels via capillary test are then sent for confirmatory venous blood testing. All lead levels of 5 µg/dL or greater, whether venous or capillary, are reported to Childhood Lead Registry at the Maryland Department of the Environment (MDE). MDE then notifies the local health department in the county where the child resides.

For Fiscal Year '20, 15 children under the age of 6 were identified as having blood lead levels between 5-9 µg/dL. A total of 8 children under the age of 6 were identified as having blood lead levels of 10 µg/dL or above. Numbers of children newly identified as having elevated lead levels did decrease slightly due to the COVID-19 pandemic as fewer children were going into their doctor's offices for well visits in the fourth quarter of last fiscal year. For each new case that is identified, the Nurse Case Manager confirms the level with the pediatrician and makes recommendations for follow-up as outlined in the Maryland Guidelines. The case manager then contacts the family to provide education about the effects of lead on children, identify possible sources of exposure through a detailed assessment, and make recommendations on reducing exposure and seeking appropriate follow up testing. In October of 2019, Maryland expanded access to free home inspections to all children with blood lead levels of 5 and over (previously only for those with lead levels over 10 ug/dL).

Homes in Howard County are generally a low risk for lead exposure, as the majority of the housing stock was built after 1978 when lead in paint was banned. Instead, the most prevalent sources of lead exposure identified in recent home inspections include imported spices, imported gold and silver jewelry, and religious and ceremonial powders like Kumkum and Kajal.

#### **Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

Howard County's anti-poverty strategy is based on addressing factors that cause poverty. Poverty is realized when a household's basic needs for food, clothing and shelter are not being met. Poverty is a function of income stability, which is related to a number of other factors such as access to affordable housing, rental assistance, homelessness prevention, emergency food and shelter, health care, children's services, job training and employment development, and transportation. Through partnering with non-profits in our community Howard County implemented the following strategies:

- Continued to support efforts to create affordable housing through funding provided to Bridges to Housing Stability (2 units – low-income working families); and Howard County Settlement Downpayment Loan Program (SDLP) (5 units)
- Continue to support the preservation of affordable housing through funding provided to Bridges to Housing Stability and the Howard County Housing Commission to provide rehabilitation to preserve low-income rental units for clients in their programs (23 units)
- Continued to support housing stability for income-eligible families through funding provided to the Community Action Council of Howard County (290 people)
- Continued to support programs providing emergency and transitional housing through funding provided to HopeWorks (101 people)
- Continued to support homeless service providers that connect Howard County homeless residents to housing and services to help stabilize them as they transition to self-sufficiency through funding provided to Grassroots Crisis Intervention Center (105 people)
- Continue to support the preservation of facilities serving vulnerable populations through funding provided Help End Homelessness and Living in Recovery (2 units - special-needs housing)

- Continue to support the creation of affordable housing for vulnerable populations through funding provided iHomes (5 single room occupancy (SROs) for special-needs housing).

### **Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

In FFY2019, Howard County funded 10 non-profit partners with CDBG and HOME funding to support the various missions of developing or preserving affordable housing or providing critical services to at-risk populations.

- Public service funding for homeless residents and families fleeing violence; and families in crisis trying to sustain their housing
- Continued to support efforts to create affordable housing through funding provided to Bridges to Housing Stability (2 units – low-income working families)
- County Settlement Downpayment Loan Program (SDLP) (5 units)
- Continue to support the preservation of affordable housing through funding provided to Bridges to Housing Stability and the Howard County Housing Commission to provide rehabilitation to preserve low-income rental units for clients in their programs (23 units)
- Continue to support the preservation of facilities serving vulnerable populations through funding provided Help End Homelessness and Living in Recovery (2 units - special-needs housing)
- Continue to support the creation of affordable housing for vulnerable populations through funding provided iHomes (5 single room occupancy (SROs) for special-needs housing).

Howard County Government provides additional funding resources through Howard County Department of Housing and Community Development (DHCD), which supported the goals and outcomes of the CDBG and HOME Program activities. \$3,004,000 was funded through Howard County's Fiscal Year 2020 budget to continue support for the County's Housing Initiative Loan Fund. In FFY2019 Howard County continued to provide funding to area non-profits through a funding application, the County's MIHU Fee-In-Lieu Program, \$400,000 further supported the goals set within the Consolidated Plan.

In addition, the County provides funding through its' Community Service Partnerships Grant Program (CSP). This is a local, competitive grants program administered by the Howard County Department of Community Resources and Services (DCRS). In FFY19, DCRS awarded \$8,007,457 in CSP funding to local agencies, a portion of which supports the Plan to End Homelessness activities for the Continuum of Care (CoC), and the Coordinated System of Homeless Services (CSHS), the CoC's coordinated assessment system.

### **Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

Howard County Departments, Committees and Boards focused on coordinating housing and social service resources in the county:

- The **Howard County Department of Housing and Community Development (DHCD)** functions as the lead agency for community development and affordable housing programs in Howard County. As the lead agency, the Community Planning and Grants Division plans, administers and implements the federally funded Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) Program. Each year, as a part of the CDBG and HOME application process, local agencies/organizations are invited to submit proposals for grant eligible activities and to participate in the consultation process through attending a public hearing or responding directly to the correspondence or survey. DCRS staff participate in the development of the Needs Hearings, and the annual application process for CDBG and HOME Program funding to ensure continuity in funding priorities.
- The **Howard County Department of Community Resources and Services (DCRS)** is the lead agency for both the Howard County CoC and HMIS. DCRS receives CoC funding on behalf of Howard County Government, and works with partner agencies to further the goals of HUD. DCRS prepares and submits the CoC Collaborative Application to HUD. The DCRS staffs the Homeless Services Steering Committee. The committee provides a forum for discussing the Plan to End Homelessness, educating the community on homeless issues, eliciting input on the operations of homeless services and programs, and advocates on federal, state, and county levels regarding income-eligible affecting homelessness and at-risk of homelessness.
- **Howard County Coordinated System of Homeless Services (CSHS)** is a network of community services and supports coordinating efforts to end homelessness in Howard County through the Continuum of Care. The goals of the system are to efficiently use community resources to reduce the number of homeless families and individuals, reduce the number of newly homeless, shorten the length of homeless episodes, and reduce the number of returns to homelessness. CSHS is comprised of 15 service providers and government agencies which offer resources to households in need, to prevent loss of stable housing or regain housing that has been lost.
- The **Board to Promote Self-Sufficiency** was created in 2008 to act as a planning and coordinating body for initiatives that promote the economic stability of individuals and families and reduce the incidence of poverty in Howard County. The Board envisions a community where those in need have the opportunities and pathways for getting ahead. The Board meets each month. Board members include key stakeholders from both the public and private sectors. Examples of the partners serving on the committee are: Community Action Council of Howard County, Department of Social Services, Association of Community Services, Howard County General Hospital, Howard County Department of Corrections, Grassroots Crisis Intervention Center, HopeWorks of Howard County, Howard County Department of Housing and Community Development, Howard County Department of Community Resources and Services.
- The **Howard County Local Children's Board** is comprised of public and private members working collaboratively to ensure a strong continuum of services for families and children in our community. Also known as the Local Management Board, there is a functioning board in all 24 jurisdictions in Maryland that work in partnership with the Governor's Office for Children to



ensure children grow up healthy, secure and successful.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

Howard County used CDBG funding for two separate fair housing activities which both work to address fair housing efforts both locally as well as a regional approach.

**The Fair Housing - AI Coordinator** Activity is funded through the CDBG Planning/Administrative Activity. Howard County used CDBG funding to support Howard County's portion of the AI Coordinator's salary. Howard County, along with Baltimore City, Anne Arundel, Baltimore, and Harford County, fund a portion of the salary for a Regional AI Coordinator. Howard County in cooperation with these jurisdictions, contracted with a consultant to complete a regional and jurisdiction specific Analysis of Impediments to Fair Housing (AI) which was formally accepted in February 2012.

The AI Coordinator works to guide the implementation of the regional initiatives to address identified potential impediments to Fair Housing Choice. FY2019 outcomes appear above in the 1st question as it relates to improving public policy which impacts affordable housing.

**Additionally, through the Howard County Office of Human Rights (OHR)**

The Howard County Office of Human Rights (OHR) is an essential agency of Howard County Government that is tasked with investigating complaints of discrimination, enforcing the Howard County Human Rights Law, and helping educate residents, businesses, and other community members about the importance of and legal requirements related to human rights. The Human Rights Commission hears cases brought forth by investigators in OHR and helps conduct education and outreach to the community about the importance of equal opportunities.

## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

The Department continued to strengthen its programs through the ongoing development of its policies and procedures. The Division of Community Planning and Grants facilitates the administration of the CDBG and HOME Programs through ongoing, consistent application of procedures put in place to ensure the program requirements are met. Through desk audits, on-site visits, program reporting reviews, maintaining contact with grant recipients and by providing technical assistance when needed, the Division keeps both programs performing with expected outcomes in a timely manner.

In the area of sub-recipient management, applications for funding are received on an annual basis from nonprofit organizations. The applications are graded and approved or denied by the Grant Review Committee (GRC). Applications are reviewed against the goals and objectives identified in the Consolidated Plan to determine the project's impact on the community. All applicants ensure that eligible activities meet the requirements of the applicable federal regulations. Organizations receiving funding under the CDBG and HOME programs are obligated to provide both programmatic and fiscal reports to ensure that activities are being carried out in the manner prescribed in Grant and Subrecipient Agreement Statements of Work. Quarterly reports, on-site monitoring and technical assistance visits along with regular communication provide opportunities to observe the effectiveness of project/ service delivery. All organizations submitting applications for CDBG and HOME funding are required to submit the most recent copy of their organization's audit report. The County is required to conduct an annual single audit, which is performed by an independent auditor, to ensure fiscal accountability.

## **Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

In accordance with federal requirements, Howard County's Consolidated Annual Performance Report submission was released for a fifteen (15) day public comment period commencing on December 03, 2020 and continuing through December 18, 2020.

The draft CAPER was available for public review and comment beginning December 3, 2020 through December 18, 2020. The draft CAPER will available on the Howard County website at [www.howardcountymd.gov](http://www.howardcountymd.gov) under “Departments” on the Department of Housing and Community Development’s webpage.

Written comments were to be directed to Kelly Cimino, Director, Howard County Department of Housing and Community Development or to Elizabeth Meadows, Chief, Community Planning and Grants, at the Howard County Housing office, at 9820 Patent Woods Drive, Suite 24, Columbia, MD 21046. Comments could be provided by email, either to Kelly Cimino at [kcimino@howardcountymd.gov](mailto:kcimino@howardcountymd.gov) or to Elizabeth Meadows at [emeadows@howardcountymd.gov](mailto:emeadows@howardcountymd.gov). All comments received by December 18, 2020 at 11:59.99 PM, were accepted.

**See attached documents uploaded into IDIS.**

**CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

Howard County made no changes to our program objectives this past program year.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

## **CR-50 - HOME 91.520(d)**

### **Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations**

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

Of the 74 HOME-assisted units in the County, per the final HOME rule 92.504(d) the County anticipated conducting on-site monitoring to the following projects:

iHomes, Inc. (Donald Avenue Houses); and Bickley House which was to take place in early Spring.

However, due to the onset of the global pandemic, the County's staff has been working remotely due to the current State of Emergency, and therefore unable to perform any on-site physical inspections.

The Donald Avenue project was the subject of a HUD review in August 2019, and so many of the findings issued by HUD were remediated. They included providing technical assistance to iHomes, Inc. in late November 2019. During the visit, the County's staff reviewed recordkeeping for all leases and documents related to the project, calculating rent, and documenting match. The County has worked closely with iHomes, Inc. on many other projects and is confident that changes have been made to satisfy the HOME program requirements.

The Bickley House project will be sold to the County's administration as this project is now part of a larger effort for stream remediation. Due to the most recent floods in Ellicott City, this house is no longer suitable to house persons fleeing domestic violence. The Howard County Housing Commission, the current owner will adhere to the terms of the agreement and repay the grant, after the net proceeds from the sale.

### **Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)**

Howard County remains committed to affirmatively marketing HOME units. In program year FFY2018, the County held its first affirmative marketing training and intended to do the same in program year FFY2019. However, due to the onset of the pandemic, the County could not conduct this workshop as anticipated. However, all applicants of HOME program funds are required to provide an affirmative marketing plan for all HOME-assisted units.

### **Refer to IDIS reports to describe the amount and use of program income for projects,**

**including the number of projects and owner and tenant characteristics**

Howard County utilized all \$30,764.19 of reported program income on HOME eligible activities in the program year FFY2019. Program Income was used to fund the final months of the TBRA activity as well as to support downpayment assistance of HOME-eligible buyers.

**Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)**

In FFY2019 Howard County worked with organizations such as Bridges to Housing Stability and Howard County Housing Commission. These nonprofit used CDBG program funds to provide rehabilitation funds to preserve 23 low-income rental units for tenants in their programs.


In addition to preserving housing in FFY2019, the County supported the acquisition and rehabilitation of a single-family condominium, owned and managed by t iHomes, Inc. This CHDO performed extensive rehabilitation which made the house physically sound for its tenants, as well as extended the useful life of the house by upgrading some of the existing systems ensuring the property is safe, energy-efficient, and accessible to persons of varying degrees of disability.

In the future affordable housing category, the County funded a TBRA program, maintaining housing for 5 low income households.

Lastly, the County provided downpayment assistance to 5 income-eligible families, therefore increasing the pool of affordable homebuyers.

## **Attachment**

### **CDBG & CDBG-CV PR-26 Financial Summary Report**

	Office of Community Planning and Development	DATE: 11-30-20
	U.S. Department of Housing and Urban Development	TITLE: 0016
	Integrated Disbursement and Information System	PAGE: 1
	PD0 - CDBG Financial Summary Report	
Program Year 2019		
HOWARD COUNTY, MD		

**PART I: SUMMARY OF CDBG RESOURCES**

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	375,110.85
02 ENTITLEMENT GRANT	1,146,537.00
03 NON-FEDERAL LIBRARY RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	55,290.59
06 CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LWF-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	1,577,147.42

**PART II: SUMMARY OF CDBG EXPENDITURES**

09 DISBURSEMENT OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	557,780.63
10 ADJUSTMENT TO INCREASE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	(154,145.49)
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	793,776.14
12 DISBURSED IN IDES FOR PLANNING/ADMINISTRATION	154,648.78
13 DISBURSED IN IDES FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	(1,446.20)
15 TOTAL EXPENDITURES (SUM, LINES 12-14)	793,222.34
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	582,125.08

**PART III: LOW/MOD BENEFIT THIS REPORTING PERIOD**

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-FAMILY HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	587,780.63
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	(154,145.49)
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	793,776.14
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	135.12%

**LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS**

23 PROGRAM YEARS/PPY COVERED IN CERTIFICATION	PPY: 2019
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.03
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.03
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.04%

**PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS**

27 DISBURSED IN IDES FOR PUBLIC SERVICES	173,125.13
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.03
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.03
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.03
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	173,125.13
32 ENTITLEMENT GRANT	1,146,537.00
33 PRIOR YEAR PROGRAM INCOME	55,290.59
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.03
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	1,279,452.11
36 PERCENT FUNDS ELIGIBLE FOR PS ACTIVITIES (LINE 31/LINE 35)	13.59%

**PART V: PLANNING AND ADMINISTRATION (PA) CAP**

37 DISBURSED IN IDES FOR PLANNING/ADMINISTRATION	154,648.78
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	61,351.52
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	171,372.54
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	(1,446.20)
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 + LINE 40)	45,623.55
42 ENTITLEMENT GRANT	1,146,537.00
43 CURRENT YEAR PROGRAM INCOME	55,290.59
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	(1,446.20)
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	1,330,771.39
46 PERCENT FUNDS ELIGIBLE FOR PA ACTIVITIES (LINE 41/LINE 45)	3.59%

LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17

Report returned no data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18

Report returned no data.



LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	EDIS Project	EDIS Activity	FOUNDER Number	Activity Name	FOUNDER Code	FOUNDER Description	Derived Amount
2018	4	625	6373581	FFY18 - Scattered Site Acquisition	01	LPH	\$24,215.91
2019	4	625	6373581	FFY18 - Scattered Site Acquisition	01	LPH	\$17,674.63
2020	4	625	6373581	FFY18 - Scattered Site Acquisition	01	LPH	\$4,025.55
					01	Matrix Code	\$273,300.01
2019	8	627	6401044	FFY19 Facilities Improvement - The ARC	03B	LPH	\$35,577.31
					03B	Matrix Code	\$35,577.31
2019	8	647	6311245	FFY19 Rehabilitation	03C	LPH	\$24,030.01
					03C	Matrix Code	\$24,030.01
2011	9	562	6305570	Roger Carter Center	03F	LPH	\$26,482.46
2011	9	562	6405564	Roger Carter Center	03F	LPH	\$55,196.46
					03F	Matrix Code	\$395,689.57
2019	12	644	6363244	FFY19 Freedom Road Shelter	03T	LPH	\$7,825.63
2019	12	644	6363244	FFY19 Freedom Road Shelter	03T	LPH	\$7,825.63
2019	12	644	6373581	FFY19 Freedom Road Shelter	03T	LPH	\$5,021.46
2019	12	644	6403251	FFY19 Freedom Road Shelter	03T	LPH	\$1,634.09
					03T	Matrix Code	\$395,689.57
2019	6	645	6403254	FFY19 Facilities Improvement - Living in Jackson Inc	03Z	LPH	\$21,495.00
2019	7	630	6305570	Living End Homeless (L) City Rehabilitation	03Z	LPH	\$15,000.00
					03Z	Matrix Code	\$395,689.57
2019	13	648	6363244	FFY19 Home Works Transitional Housing Program	05A	LPH	\$1,736.36
2019	13	648	6363244	FFY19 Home Works Transitional Housing Program	05A	LPH	\$1,736.36
2019	13	648	6373581	FFY19 Home Works Transitional Housing Program	05A	LPH	\$1,736.36
2019	13	648	6403254	FFY19 Home Works Transitional Housing Program	05A	LPH	\$2,594.74
					05A	Matrix Code	\$34,528.23
2019	14	647	6305570	FFY19 Housing Stability Program - CAC	05Z	LPH	\$6,000.00
2019	14	647	6373581	FFY19 Housing Stability Program - CAC	05Z	LPH	\$21,555.62
2019	14	647	6403254	FFY19 Housing Stability Program - CAC	05Z	LPH	\$44,131.10
					05Z	Matrix Code	\$395,689.57
2018	5	624	6315745	FFY18 Year Round Homeless Relief	14A	LPH	\$38,232.14
2019	12	640	6315745	Homeless County Housing Commission Rehab	14A	LPH	\$45,540.56
2019	12	640	6401044	Homeless County Housing Commission Rehab	14A	LPH	\$51,915.94
2019	12	640	6363244	Shelter to Housing Stability Rehabilitation	14A	LPH	\$12,245.62
2019	12	640	6401044	Shelter to Housing Stability Rehabilitation	14A	LPH	\$8,632.72
					14A	Matrix Code	\$395,689.57
<b>Total</b>							<b>\$837,780.63</b>

LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27

Plan Year	EDIS Project	EDIS Activity	FOUNDER Number	Activity Name	FOUNDER Code	FOUNDER Description	Derived Amount
2019	12	644	6363244	FFY19 Freedom Road Shelter	03T	LPH	\$7,825.63
2019	12	644	6363244	FFY19 Freedom Road Shelter	03T	LPH	\$7,825.63
2019	12	644	6373581	FFY19 Freedom Road Shelter	03T	LPH	\$5,001.46
2019	12	644	6403251	FFY19 Freedom Road Shelter	03T	LPH	\$1,634.09
					03T	Matrix Code	\$395,689.57
2019	13	648	6363244	FFY19 Home Works Transitional Housing Program	05A	LPH	\$1,736.36
2019	13	648	6363244	FFY19 Home Works Transitional Housing Program	05A	LPH	\$1,736.36
2019	13	648	6373581	FFY19 Home Works Transitional Housing Program	05A	LPH	\$1,736.36
2019	13	648	6403254	FFY19 Home Works Transitional Housing Program	05A	LPH	\$2,594.74
					05A	Matrix Code	\$34,528.23
2019	14	647	6305570	FFY19 Housing Stability Program - CAC	05Z	LPH	\$6,000.00
2019	14	647	6373581	FFY19 Housing Stability Program - CAC	05Z	LPH	\$21,555.62
2019	14	647	6403254	FFY19 Housing Stability Program - CAC	05Z	LPH	\$44,131.10
					05Z	Matrix Code	\$395,689.57
<b>Total</b>							<b>\$837,780.63</b>

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37

Plan Year	EDIS Project	EDIS Activity	FOUNDER Number	Activity Name	FOUNDER Code	FOUNDER Description	Derived Amount
2018	1	605	6316745	FFY18 COPS Project Administration	21A		\$1,496.25
2019	1	605	6316745	FFY19 COPS Project Administration	21A		\$20,607.90
2019	1	605	6305570	FFY19 COPS Project Administration	21A		\$2,000.00
2019	1	605	6363244	FFY19 COPS Project Administration	21A		\$24,511.16
2019	1	605	6373581	FFY19 COPS Project Administration	21A		\$20,607.90
2019	1	605	6403254	FFY19 COPS Project Administration	21A		\$20,607.90
					21A	Matrix Code	\$818,498.38
2019	2	605	6363244	FFY19 Free Housing Services - Rapid and All	21D		\$6,000.00
					21D	Matrix Code	\$6,000.00

Total

5359,848.28

## CDBG-CV PR-26 FINANCIAL SUMMARY REPORT



Office of Community Planning and Development  
U.S. Department of Housing and Urban Development  
Integrated Disbursement and Information System  
PR25 - CDBG-CV Financial Summary Report  
HOWARD COUNTY, MD

DATE: 11-25-20  
TIME: 11:37  
PAGE: 1

<b>PART I: SUMMARY OF CDBG-CV RESOURCES</b>	
01 CDBG-CV GRANT	770,355.00
02 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
03 FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
04 TOTAL AVAILABLE (SUM, LINES 01-03)	770,355.00
<b>PART II: SUMMARY OF CDBG-CV EXPENDITURES</b>	
05 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	54,987.88
06 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	0.00
07 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
08 TOTAL EXPENDITURES (SUM, LINES 05 - 07)	54,987.88
09 UNEXPENDED BALANCE (LINE 04 - LINE 08)	715,367.12
<b>PART III: LOWMOD BENEFIT FOR THE CDBG-CV GRANT</b>	
10 EXPENDED FOR LOWMOD HOUSING IN SPECIAL AREAS	0.00
11 EXPENDED FOR LOWMOD MULTIFAMILY HOUSING	0.00
12 DISBURSED FOR OTHER LOWMOD ACTIVITIES	0.00
13 TOTAL LOWMOD CREDIT (SUM, LINES 10 - 12)	0.00
14 AMOUNT SUBJECT TO LOWMOD BENEFIT (LINE 09)	54,987.88
15 PERCENT LOWMOD CREDIT (LINE 13/LINE 14)	0.00%
<b>PART IV: PUBLIC SERVICE (PS) CALCULATIONS</b>	
16 DISBURSED IN IDIS FOR PUBLIC SERVICES	54,987.88
17 CDBG-CV GRANT	770,355.00
18 PERCENT OF FUNDS DISBURSED FOR PS ACTIVITIES (LINE 16/LINE 17)	7.14%
<b>PART V: PLANNING AND ADMINISTRATION (PA) CAP</b>	
19 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	0.00
20 CDBG-CV GRANT	770,355.00
21 PERCENT OF FUNDS DISBURSED FOR PA ACTIVITIES (LINE 19/LINE 20)	0.00%



Office of Community Planning and Development  
U.S. Department of Housing and Urban Development  
Integrated Disbursement and Information System  
PR26 - CD06-CV Financial Summary Report  
HOWARD COUNTY, MD

DATE: 11-25-20  
TIME: 11:37  
PAGE: 2

**LINE 10 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 10**

Report returned no data.

**LINE 11 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 11**

Report returned no data.

**LINE 12 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 12**

Report returned no data.

**LINE 16 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 16**

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Demon Amount
2025	26	\$70	6434438	FFY19 Housing Stability Program- Bridge to Housing Stability-CD06-CV	058	LMH	\$34,967.35
Total							\$54,967.35

**LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19**

Report returned no data.

## Additional CR-10 & CR-20

### Additional Narrative for CR-10 & CR-20

#### Additional CR-10 Narrative

##### CDBG & HOME Beneficiaries FFY2019

Race	CDBG	HOME	Total in Racial Category	Percentages
White	177	3	180	25.8%
Black or African American	393	3	396	56.7%
Asian	23	8	31	4.4%
American Indian or Alaskan Native and Black	3	0	3	0.4%
Asian and White	1	5	6	0.9%
Black or African American and White	4	0	4	0.6%
American Indian or Alaskan Native and White	8	0	8	1.1%
Other-multi	70	0	70	10.0%
<b>Total</b>	<b>679</b>	<b>19</b>	<b>698</b>	<b>100%</b>
Hispanic	40	0	40	5.73%
Not Hispanic	639	57	696	

#### Narrative:

Due to the CAPER template not allowing additional racial classifications to be added, we have expanded the table above to include the racial classifications of the beneficiaries served.

Of the households served during program year FFY2019, 25.8% were White, 56.7% were Black/African American, 10% were Other-multi race, 4.4% were Asian, 0.6% were Black/African American and White, 1.1% were American Indian/Alaskan Native and White, 0.9% were Asian and White, 0.6% were Black or African American and White, and 0.4% were American Indian/Alaskan Native and Black.

Of the total individuals served, 5.73% identified themselves as Hispanic, while the rest identified themselves as non-Hispanic.

Over this past program year, most of the household incomes of the families receiving assistance through our Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) Programs were extremely low income with incomes between 0-30 percent area median income (AMI).

Howard County data breakdown for combined CDBG and HOME families served shows that household incomes of 71% of the families fell into the <30% AMI (extremely low income), 25% fell into the 31%-50% AMI (low-income) and 4% of the families fell into the 51-80% AMI (low-moderate income).

#### Additional Narrative for CR-20 Affordable Housing

Category	Extremely Low-Income	Low-Income	Moderate-Income
Renter Households Served	25	9	8
Owner Households Served	0	0	5
Homeless Households Served (Part of the Renter households demographic)	1		

#### SECTION 215 HOUSING

Section 215 refers to the qualifications as affordable housing pursuant to Section 215 of the HOME Investment Partnerships Act. HUD's regulations at 24 CFR 92.252 and 2 CFR 92.254 further defines the qualification:

- Affordable rental housing is that which does not exceed the fair market rent in the area or which does not exceed 30 % of household income for a household earning 65% area's median income (AMI).
- Affordable owner-occupied housing - the regulation also defines affordable owner-occupied housing as that which has an initial purchase price that does not exceed 95 % of the median purchase price of a comparable unit for the jurisdiction or has an estimated appraised value at acquisition that does not exceed the limit.
- Rehabilitation not involving acquisition – housing currently owned by a family qualifies if the estimated value after rehabilitation does not exceed 95% of the median purchase price of the area, and the housing is the principal residence of an owner whose family qualifies as a low-income household

All projects being reported on meet the Section 215 housing definitions. The accomplishments include assistance provided to very low, low- and moderate-income renters and homeowners, as well as the number of homeless families served.

#### WORST CASE NEEDS / SPECIAL NEEDS POPULATIONS

Howard County defines "persons with special needs" as including individuals and families who are at risk of homelessness, persons with physical and mental disabilities, persons with HIV/AIDS and frail extremely to low-income seniors.

Consistent with our Consolidated Plan, we continue to look at special needs populations in terms of:

1. Households with extreme cost burdens, and therefore at-risk of homelessness;
2. Persons with mental or physical disabilities; including the elderly; and
3. Other special needs populations.

In FFY19, through the CDBG funded public service activities; 206 homeless clients were provided emergency and transitional sheltering and another 290 residents received eviction prevention funding to stabilize the household and avoid homelessness. CDBG funding was also used to acquire two (2) units to create affordable rental housing for low-income working families.



## **Citizen Participation & Waiver Backup**

CITIZEN PARTICIPATION &  
CAPER WAIVER BACK-UP

**PUBLIC NOTICE  
AND  
NOTICE OF PUBLIC COMMENT PERIOD**

Howard County Department of Housing and Community Development  
9820 Patuxent Woods Drive, Suite 224  
Columbia, MD 21046

**November 19, 2020**

**FFY 2019 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT  
(COVID-19 CAPER)**

On December 3, 2020, the Howard County Department of Housing and Community Development will release a draft Consolidated Annual Performance and Evaluation Report (CAPER) for two federally-funded programs – the Community Development Block Grant Program (CDBG) and the HOME Investment Partnership (HOME) Program. The draft CAPER covers activities undertaken during July 1, 2019 through June 30, 2020. The CAPER describes activities funded through these programs, their relationship to community development objectives and assesses the County's success in meeting the goals outlined in the FFY 2016 - FFY 2019 Consolidated Plan.

The draft CAPER will be available for public review and comment beginning December 3, 2020 through December 18, 2020. The draft CAPER will be available on the Howard County website at [www.howardcountymd.gov](http://www.howardcountymd.gov) under "Departments" on the Department of Housing and Community Development's webpage.

Written comments must be directed to Kelly Cimino, Director, Howard County Department of Housing and Community Development or to Elizabeth Meadows, Chief, Community Planning and Grants, at the Howard County Housing office, at 9820 Patuxent Woods Drive, Suite 24, Columbia, MD 21046. Comments can also be provided by email, either to Kelly Cimino at [kcimino@howardcountymd.gov](mailto:kcimino@howardcountymd.gov) or to Elizabeth Meadows at [emeadows@howardcountymd.gov](mailto:emeadows@howardcountymd.gov).

9820 Patuxent Woods Drive, Suite 224, Columbia, Maryland 21046 Telephone (410) 313-6320 FAX (410) 313-6064



Printed: 11/13/2020 8:54:29 AM

Page 1 of 2

\* Agency Commission not included

**GROSS PRICE \* :** \$178.61

**PACKAGE NAME:** CNG Howard County Times Single

GROSS PRICE \* : \$178.61

PACKAGE NAME: CNG Howard County Times Single

Product(s): Howard County Times, classified.MDDC.com\_CNG, Columbia Flier

AdSize(s): 2 Column (8TAB), 1 Column (8TAB)

Run Date(s): Thursday, November 19, 2020

Color Spec. B/W

Preview

**PUBLIC NOTICE  
AND  
NOTICE OF PUBLIC COMMENT PERIOD**

Howard County Department of Housing and Community Development  
9820 Potomac Woods Drive, Suite 224  
Columbia, MD 21046

November 19, 2020

**FFY 2019 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (COVID-19 CAPER)**

On December 3, 2020, the Howard County Department of Housing and Community Development will release a draft Consolidated Annual Performance and Evaluation Report (CAPER) for two federally-funded programs – the Community Development Block Grant Program (CDBG) and the HOME Investment Partnership (HOME) Program. The draft CAPER covers activities undertaken during July 1, 2019 through June 30, 2020. The CAPER describes activities funded through these programs, their relationship to community development objectives and assesses the County's success in meeting the goals outlined in the FFY 2016 - FFY 2019 Consolidated Plan.

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11/19/2020 6814551

## Meadows, Elizabeth

---

**From:** Dumas, Ronnita <rdumas@tribpub.com>  
**Sent:** Friday, November 13, 2020 10:52 AM  
**To:** Meadows, Elizabeth  
**Cc:** Animashaun, Nkechi; Wall, Thomas F; Deik, Tracy  
**Subject:** RE: Public Notice

[Note: This email originated from outside of the organization. Please only click on links or attachments if you know the sender.]

I went ahead and submitted your legal notice, **6814551, 6814583**, for publication. Your account, **CU00168892**, has been invoiced. You will receive your affidavit via mail to address on file within 7-10 business days after the final run date.

If you have any further questions feel free to reach out!

Have a great day!

### Ronnita Dumas

Inbound Advertising Representative

**Please note: Our classified advertising team continues to work from home, following social distancing guidance due to COVID-19. Affidavits are being prepared weekly. If you have an urgent request, please let us know. We appreciate your patience during these unprecedented times and look forward to working with you in the better days ahead.**

Baltimore Sun, 410-535-7700 • Capital Gazette, 410-268-7000 • Carroll County Times, 410-857-5581

Chicago Tribune, 312-222-2222 • Daily Press, 757-247-4700 • Hartford Courant, 860-525-2525

Morning Call, 610-820-6565 • New York Daily News, 212-210-2100 • Orlando Sentinel, 407-423-5160

Sun Sentinel, 800-250-2000 • Tidewater Review, 757-253-8128 • Virginia Gazette, 757-253-8128

Virginian-Pilot, 757-622-1455

---

**From:** Meadows, Elizabeth <emeadows@howardcountymd.gov>  
**Sent:** Friday, November 13, 2020 9:16 AM  
**To:** Dumas, Ronnita <rdumas@tribpub.com>  
**Cc:** Animashaun, Nkechi <Nanimashaun@howardcountymd.gov>; Wall, Thomas F <Thwall@howardcountymd.gov>; Deik, Tracy <tdeik@howardcountymd.gov>  
**Subject:** RE: Public Notice

**Caution: External Sender**

Hi Ronnita:

Both of these proofs look good. They are approved for publication.

Thanks very much, Elizabeth

**Meadows, Elizabeth**

---

**From:** Meadows, Elizabeth  
**Sent:** Friday, November 13, 2020 10:16 AM  
**To:** 'Dumas, Ronnita'  
**Cc:** An'mashaur, Nkechi; Wal', Thomas F; Deik, Tracy  
**Subject:** RE: Public Notice

Hi Ronnita;

Both of these proofs look good. They are approved for publication.

Thanks very much. Elizabeth

**M. Elizabeth Meadows, Chief**  
Community Planning and Grants  
HOWARD COUNTY DEPARTMENT OF  
HOUSING AND COMMUNITY DEVELOPMENT  
9820 Patuxent Woods Drive, Suite 224  
Direct Dial: 410-313-6324  
[emeadows@howardcountymd.gov](mailto:emeadows@howardcountymd.gov)

---

**From:** Dumas, Ronnita <[rdumas@tribpub.com](mailto:rdumas@tribpub.com)>  
**Sent:** Friday, November 13, 2020 10:06 AM  
**To:** Meadows, Elizabeth <[emeadows@howardcountymd.gov](mailto:emeadows@howardcountymd.gov)>  
**Subject:** RE: Public Notice

[Note: This email originated from outside of the organization. Please only click on links or attachments if you know the sender.]

Attached are the new proofs

The price for 6814551 was incorrect it did not have the Columbia Flyer price included. The corrected price is \$178.61

**Ronnita Dumas**

Inbound Advertising Representative

**Please note: Our classified advertising team continues to work from home, following social distancing guidance due to COVID-19. Affidavits are being prepared weekly. If you have an urgent request, please let us know. We appreciate your patience during these unprecedented times and look forward to working with you in the better days ahead.**

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*Chicago Tribune*, 312-222-2222 • *Daily Press*, 757-247-4700 • *Hartford Courant*, 860-525-2525

*Morning Call*, 610-820-6555 • *New York Daily News*, 212-210-2100 • *Orlando Sentinel*, 407-420-5160

*Sun Sentinel*, 800-250-2000 • *Tidewater Review*, 757-253-6126 • *Virginia Gazette*, 757-253-6128

*Virginian-Pilot*, 757-622-1455



---

**From:** Meadows, Elizabeth <[emeadows@howardcountymd.gov](mailto:emeadows@howardcountymd.gov)>  
**Sent:** Thursday, November 12, 2020 2:10 PM  
**To:** Dumas, Ronnita <[rdumas@tribpub.com](mailto:rdumas@tribpub.com)>  
**Subject:** RE: Public Notice

**Caution: External Sender**

Hi Ronnita;

It is the 6814583 PDF which the 200KB of data. Does that help you?

**M. Elizabeth Meadows, Chief**  
Community Planning and Grants  
HOWARD COUNTY DEPARTMENT OF  
HOUSING AND COMMUNITY DEVELOPMENT  
9820 Patuxent Woods Drive, Suite 224  
Direct Dial: 410-313-6324  
[emeadows@howardcountymd.gov](mailto:emeadows@howardcountymd.gov)

---

**From:** Dumas, Ronnita <[rdumas@tribpub.com](mailto:rdumas@tribpub.com)>  
**Sent:** Thursday, November 12, 2020 2:56 PM  
**To:** Meadows, Elizabeth <[emeadows@howardcountymd.gov](mailto:emeadows@howardcountymd.gov)>  
**Subject:** RE: Public Notice

[Note: This email originated from outside of the organization. Please only click on links or attachments if you know the sender.]

which notice need to be fixed?

**Ronnita Dumas**  
Inbound Advertising Representative

*Please note: Our classified advertising team continues to work from home, following social distancing guidance due to COVID-19. Affidavits are being prepared weekly. If you have an urgent request, please let us know. We appreciate your patience during these unprecedented times and look forward to working with you in the better days ahead.*

Baltimore Sun, 410-539-7700 • Capital Gazette, 410-268-7000 • Carroll County Times, 410-357-5584

Chicago Tribune, 312-222-2222 • Daily Press, 757-247-4700 • Hartford Courant, 860-626-0525

Morning Call, 610-820-8585 • New York Daily News, 212-210-2100 • Orlando Sentinel, 407-425-5150

Sun Sentinel, 800-250-2000 • Tidewater Review, 757-253-8126 • Virginia Gazette, 757-253-9126

Virginian-Pilot, 757-622-1455

---

**From:** Meadows, Elizabeth <[emeadows@howardcountymd.gov](mailto:emeadows@howardcountymd.gov)>  
**Sent:** Thursday, November 12, 2020 10:58 AM  
**To:** Dumas, Ronnita <[rdumas@tribpub.com](mailto:rdumas@tribpub.com)>  
**Cc:** Animashaun, Nkechi <[Nanimashaun@howardcountymd.gov](mailto:Nanimashaun@howardcountymd.gov)>; Wall, Thomas F <[Tfwall@howardcountymd.gov](mailto:Tfwall@howardcountymd.gov)>;

Deik, Tracy <[tdeik@howardcountymd.gov](mailto:tdeik@howardcountymd.gov)>

Subject: RE: Public Notice

Caution: External Sender

Hi Ronnita:

I found a mistake I missed in one of the Notices I emailed previously. Please see attached Notice with the corrected information.

The COVID-19 CAPER Notice was good.

Thanks, Elizabeth

**M. Elizabeth Meadows, Chief**  
Community Planning and Grants  
HOWARD COUNTY DEPARTMENT OF  
HOUSING AND COMMUNITY DEVELOPMENT  
9820 Patuxent Woods Drive, Suite 224  
Direct Dial: 410-313-6324  
[emeadows@howardcountymd.gov](mailto:emeadows@howardcountymd.gov)

---

From: Dumas, Ronnita <[rdumas@tribpub.com](mailto:rdumas@tribpub.com)>

Sent: Thursday, November 12, 2020 11:43 AM

To: Meadows, Elizabeth <[emeadows@howardcountymd.gov](mailto:emeadows@howardcountymd.gov)>

Cc: Animashaun, Nkechi <[Nanimashaun@howardcountymd.gov](mailto:Nanimashaun@howardcountymd.gov)>; Wall, Thomas F <[Tfwall@howardcountymd.gov](mailto:Tfwall@howardcountymd.gov)>;

Deik, Tracy <[tdeik@howardcountymd.gov](mailto:tdeik@howardcountymd.gov)>

Subject: RE: Public Notice

[Note: This email originated from outside of the organization. Please only click on links or attachments if you know the sender.]

Good morning,

Thank you for your legal notice request.

A **proof** is attached for your review and approval. Please carefully review the proof to ensure that all text is accurate for publication. Your response is needed by **Tuesday 11/17 before the 12 pm** deadline to ensure the notice is printed on **Thursday 11/19** in the **Howard County Times**. If approved, I can invoice the account CU00168892 for the amount of **\$123.39, \$248.10**

Ad number for reference: **6814551, 6814583**

*\*The notice will not be printed without approval. Please let me know if you have any questions.*

Thank you,

**Ronnita Dumas**

Inbound Advertising Representative

*Please note: Our classified advertising team continues to work from home, following social distancing guidance due to COVID-19. Affidavits are being prepared weekly. If you have an urgent request, please let us know. We appreciate your patience during these unprecedented times and look forward to working with you in the better days ahead.*



Baltimore Sun, 410-539-7700 • Capital Gazette, 410-266-7000 • Carroll County Times, 410-857-5581

Chicago Tribune, 312-222-2222 • Daily Press, 757-247-4700 • Hartford Courant, 860-626-2525

Morning Call, 610-820-8585 • New York Daily News, 212-210-2100 • Orlando Sentinel, 407-425-5180

Sun Sentinel, 800-250-2000 • Tidewater Review, 757-253-8125 • Virginia Gazette, 757-263-8128

Virginian-Pilot, 757-622-1435

---

From: Meadows, Elizabeth <[emeadows@howardcountymd.gov](mailto:emeadows@howardcountymd.gov)>

Sent: Thursday, November 12, 2020 9:49 AM

To: Harris, Ellen <[eharris@baltson.com](mailto:eharris@baltson.com)>; Welenc, Charlie <[cwelenc@tribpub.com](mailto:cwelenc@tribpub.com)>; PPCLegals-1 <[legals@natuxart.com](mailto:legals@natuxart.com)>; [cnglegal@tranc.com](mailto:cnglegal@tranc.com) <[cnglegal@triboub.com](mailto:cnglegal@triboub.com)>

Cc: Animashaun, Nkechi <[Nanimashaun@howardcountymd.gov](mailto:Nanimashaun@howardcountymd.gov)>; Wail, Thomas F <[Tfwail@howardcountymd.gov](mailto:Tfwail@howardcountymd.gov)>;

Deik, Tracy <[tdeik@howardcountymd.gov](mailto:tdeik@howardcountymd.gov)>

Subject: Public Notice

**Caution: External Sender**

Good Morning;

Customer # CU00168892

Please publish the attached Public Notice in the **November 19, 2020** issues of the Howard County Times and Columbia Flier.

The notice only needs to run 1 time and I will need a legal certification follow the publication. Can you please confirm back to me that you have received this request and it will be processed?

Thanks very much, Elizabeth

**M. Elizabeth Meadows, Chief**

Community Planning and Grants

HOWARD COUNTY DEPARTMENT OF

HOUSING AND COMMUNITY DEVELOPMENT

9820 Patuxent Woods Drive, Suite 224

Direct Dial: 410-313-6324

[emeadows@howardcountymd.gov](mailto:emeadows@howardcountymd.gov)



**Calvin Ball**, County Executive

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## Departments

### Community Planning and Grants



[https://www.howardcountymd.gov/housing\\_grants](https://www.howardcountymd.gov/housing_grants)

1/5

## What are our Grants?

**Our Department receives funding from the U.S. Department of Housing and Urban Development (HUD) and administers those grants to non-profits who work directly with residents of Howard County. The County receives Community Development Block Grants (CDBG) and HOME funds.**

### FFY 2019 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT

#### **PUBLIC NOTICE AND NOTICE OF PUBLIC COMMENT PERIOD**

Howard County Department of Housing and Community Development  
9820 Patuxent Woods Drive, Suite 224  
Columbia, MD 21046

**November 19, 2020**

### **FFY 2019 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (COVID-19 CAPER)**

On December 3, 2020, the Howard County Department of Housing and Community Development will release a draft Consolidated Annual Performance and Evaluation Report (CAPER) for two federally-funded programs – the Community Development Block Grant Program (CDBG) and the HOME Investment Partnership (HOME) Program. The draft CAPER covers activities undertaken during July 1, 2019 through June 30, 2020. The CAPER describes activities funded through these programs, their relationship to community development objectives and assesses the County's success in meeting the goals outlined in the FFY 2016 – FFY 2019 Consolidated Plan.

The draft CAPER will be available for public review and comment beginning December 3, 2020 through December 18, 2020. The draft CAPER will be available on the Howard County website at [http://www.howardcountymd.gov/housing\\_grants](http://www.howardcountymd.gov/housing_grants).

Written comments must be directed to Kelly Cimino, Director, Howard County Department of Housing and Community Development or to Elizabeth Meadows, Chief, Community Planning and Grants, at the Howard County Housing office, at 9820 Patent Woods Drive, Suite 24, Columbia, MD 21046. Comments can also be provided by email, either to Kelly Cimino at [kcimino@howardcountymd.gov](mailto:kcimino@howardcountymd.gov) or to Elizabeth Meadows at [emeadows@howardcountymd.gov](mailto:emeadows@howardcountymd.gov).

[FFY 2021 AAP NEEDS HEARING](#)

[HOWARD COUNTY FFY2019 SUBSTANTIAL AMENDMENT](#)

[COVID-19 CDBG NEEDS HEARING INVITATION](#)

[CARES ACT CDBG-CV - Round 2 Application](#)

[FFY2020 - FFY2024 CONSOLIDATED PLAN](#)

[Public Notice and Notice of Public Comment Period](#)

[EVENTS](#)

[COVID 19 CDBG Update](#)

[CDBG-CV FFY2019 SUBSTANTIAL AMENDMENT](#)

[HOME Program Policy Guide](#)

**Howard County, Maryland**

George Howard Building

3430 Court House Drive

Ellicott City, MD 21043

ask@howardcountymd.gov

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HOWARD COUNTY DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT  
9820 Patuxent Woods Drive, Suite 224 ■ Columbia, Maryland 21046 ■ 410-313-6318

Voice/Relay

Kelly A. Cimino, Director

FAX 410-313-5960

7/2/2020

Charles E. Halm, CPD Director  
U.S. Department of Housing and Urban Development  
Bank of America Building, Tower II  
100 S. Charles Street, Suite 500  
Baltimore, MD 21201

**SUBJECT: Request to use Waiver and Alternative Requirements for the Consolidated Annual Performance and Evaluation Report for Community Planning and Development (CPD) Grant Program in Response to the Spread of Coronavirus**

**Maryland Declared Disaster – FEMA – 4491- DR / Area of use: Howard County**

Dear Mr. Halm;

On March 27, 2020, President Trump signed into law, *The Coronavirus Aid, Relief and Economic Security Act* (CARES Act) which will ultimately make available \$5 billion in supplemental Community Development Block Grant (CDBG) funding for grants to prevent, prepare for, and respond to the coronavirus. Through the initial \$2 billion in CARES Act funding, Howard County has been awarded \$770,356.00 in CDBG-CV funding. The County has completed a substantial amendment to our FFY2019 Annual Action Plan to add the additional CDBG-CV funding to respond to the economic impact many of our Howard County households have been experiencing due to the shutdown of our local economy in response to COVID-19.

Through Acting Assistant Secretary John Gibbs' memorandum guidance, Howard County is requesting the use of following waiver:

- The Consolidated Annual Performance and Evaluation Report (performance report) submission to HUD within 90 days after the close of a jurisdiction's program year. Applicability for the use of the waiver is for FFY2019 the requirement for the submission of the CAPER within 90 days be waived subject to Howard County submitting our performance report within 180 days from the close of the program year.

I want to thank you in advance for your consideration into our request. If you need anything additional, you may contact me by email at [kcimino@howardcountymd.gov](mailto:kcimino@howardcountymd.gov) or by phone at (410) 313 - 0190.

Sincerely

*Kelly A. Cimino*

Kelly Cimino, Director

Cc: Evelyn Cartagena, CPD Rep  
Elizabeth Meadows, Chief of Community Planning and Grants  
Nkechi Animashaun, HOME Program Specialist

Howard County Government, Calvin Ball County Executive

[www.howardcountymd.gov](http://www.howardcountymd.gov)



ASSISTANT SECRETARY FOR  
COMMUNITY PLANNING AND DEVELOPMENT

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-7003

MEMORANDUM FOR: All Community Planning and Development Field Office Directors,  
Deputy Directors and Program Managers

FROM: *[Signature]*  
John Gibbs, Assistant Secretary, Acting, D

SUBJECT: Availability of a Waiver and Alternate Requirement for the  
Consolidated Annual Performance and Evaluation Report  
(Performance Report) for Community Planning and Development  
(CPD) Grant Programs in Response to the Spread of Coronavirus

This memorandum authorizes and explains a waiver of the regulatory requirement at 24 CFR 91.520(a), that within 90-days of the end of a jurisdiction's program year a grantee shall submit to HUD a performance report known as the Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER is associated with several CPD grant programs. Please disseminate this memorandum to all affected grantees.

As a result of the COVID-19 virus, a majority of States have declared a state of emergency with most shutting down large gathering places and limiting the movement of residents. More State and local governments are operating under extenuating circumstances and may need additional time for certain administrative requirements.

Under the authority of 24 CFR 5.110 and 24 CFR 91.600, HUD may, upon a determination of good cause and subject to statutory limitations, waive regulatory provisions. As Acting Assistant Secretary for Community Planning and Development, I have determined that there is good cause to waive the following regulatory requirement for the program year 2019 CAPER, subject to the condition that grantees comply with the modified requirement in the applicability section below:

<b>Requirement:</b>	The Consolidated Annual Performance and Evaluation Report (performance report) submission to HUD within 90 days after the close of a jurisdiction's program year.
<b>Citation:</b>	24 CFR 91.520(a).
<b>Explanation:</b>	The regulation at 24 CFR 91.520(a) requires each grantee to submit a performance report to HUD within 90 days after the close of the grantee's program year.
<b>Justification:</b>	Under the authority at 24 CFR 91.600, HUD is authorized to waive this requirement when a determination of good cause is made and supported by documentation. Given the outbreak of the coronavirus known as SARS-CoV-2 and the extenuating circumstances placed on state and local governments, and citizens, HUD has determined that there is good cause for

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[espanol.hud.gov](http://espanol.hud.gov)



waiving this provision. The extenuating circumstances and administrative strain supporting this waiver are well documented in the broad public news coverage related to the outbreak.

**Applicability:** For program year 2019 CAPERs, the requirement that grantees submit a performance report within 90 days after the close of a jurisdiction's program year is waived, subject to the condition that within 180 days after the close of a jurisdiction's program year the jurisdiction shall submit its performance report.

We appreciate your efforts in this challenging time. If you need additional information regarding this waiver, please contact your Headquarters program office desk officer(s).

**Meadows, Elizabeth**

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**From:** Meadows, Elizabeth  
**Sent:** Monday, July 6, 2020 11:01 AM  
**To:** Charles Haim (Charles.F.Haim@hud.gov)  
**Cc:** Evelyn J. Cartagena (evelyn.j.cartagena@hud.gov); Animashaun, Nkechi; Cimino, Kelly  
**Subject:** Howard County FFY19 CAPER Waiver Letter  
**Attachments:** Howard County FFY19 CAPER Waiver Letter.pdf

Good Morning Charlie:

Due to the additional \$770,356.00 in CDBG-CV funding that Howard County will be receiving; and which the County has done a Substantial Amendment to our FFY2019 Annual Action Plan which we submitted to HUD. The County is requesting waiver for the 90 day report due date for our FFY2019 CAPER. Attached to this email is our letter requesting the use of that waiver.

Thank you, Elizabeth

**M. Elizabeth Meadows, Chief**  
Community Planning and Grants  
HOWARD COUNTY DEPARTMENT OF  
HOUSING AND COMMUNITY DEVELOPMENT  
9820 Patuxent Woods Drive, Suite 224  
Direct Dial: 410-313-6324  
[emeadows@howardcountymd.gov](mailto:emeadows@howardcountymd.gov)

[www.HowardCountyMD.gov/2020census](http://www.HowardCountyMD.gov/2020census)





HOWARD COUNTY DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT  
9820 Patuxent Woods Drive, Suite 224 ■ Columbia, Maryland 21046 ■ 410-313-6318  
Voice/Relay

Kelly A. Cimino, Director

FAX 410-313-5960

4/23/2020

Charles E. Halm, CPD Director  
U.S. Department of Housing and Urban Development  
Bank of America Building, Tower II  
100 S. Charles Street, Suite 500  
Baltimore, MD 21201

**SUBJECT: Request to use Waivers of Program and Consolidated Plan Requirements to Respond to COVID-19**

**Maryland Declared Disaster – FEMA – 4491- DR / Area of use: Howard County**

Dear Mr. Halm;

On March 27, 2020, President Trump signed into law, *The Coronavirus Aid, Relief and Economic Security Act* (CARES Act) which will ultimately make available \$5 billion in supplemental Community Development Block Grant (CDBG) funding for grants to prevent, prepare for, and respond to the coronavirus. Through the HUD guidance, Howard County understands that the CARES Act provides CDBG grantees with flexibilities that make it easier to use CDBG-CV grants and fiscal year 2019 and 2020 CDBG Grants for coronavirus responses through HUD-granted waivers and alternative requirements.

Through the initial \$2 billion in CARES Act funding, Howard County has been awarded \$770,356.00 in CDBG-CV funding. The County will be doing a substantial amendment to our FFY2019 Annual Action Plan to add the additional CDBG-CV funding to respond to the economic impact many of our Howard County households have been experiencing due to shutdown of our local economy in response to COVID-19.

In an effort to expedite actions and respond in a timely manner, Howard County is requesting the following list of waiver flexibilities we would like to use:

- Waiver # 8 – Consolidated Planning Requirements – HOME, CDBG, HTP, ESG, and HOPWA Programs – Citizens Participation Reasonable Notice and Opportunity to Comment. Applicability for the use of this waiver is that the standard 30-day minimum for the required public comment period be waived and allow for Howard County to do a 5-day public comment period for each substantial amendment, not to exceed June 30, 2021.
- Waiver # 9 – Consolidated Planning Requirements – HOME, CDBG, HTP, and HOPWA Programs – Citizen Participation Reasonable Notice and Opportunity to Comment. Applicability for the use of this waiver is due to the efforts to contain COVID-19 require limiting public gatherings, such as those often used to obtain citizen participation, and that there is a need to respond quickly to the growing spread and effects of COVID-19, Howard County is requesting this waiver to suspend in-person public hearings, and allow for holding virtual hearings to obtain public comments on the use of the CDBG-CV funding.

Howard County Government, Calvin Ball County Executive

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Howard County will be implementing these waiver flexibilities effective May 1, 2020. The County also understands that the 15% Public Service cap has been suspended for the FFY2019 and FFY2020 program years for CDBG funds. We anticipate utilizing this suspension of the public service cap to respond to the needs of our families that have been impacted by the economic shutdown of our economy in an effort to try to slow the spread of COVID-19.

I want to thank you in advance for your consideration of our request. If you need anything additional, you may contact by email at [kcimino@howardcountymd.gov](mailto:kcimino@howardcountymd.gov) or by phone at (410) 313 – 0190.

Sincerely



Kelly A. Cimino, Director

Cc: Evelyn Cartagena, CPD Rep  
Elizabeth Meadows, Chief of Community Planning and Grants  
Nkechi Animashaun, HOME Program Specialist

## Meadows, Elizabeth

---

**From:** Meadows, Elizabeth  
**Sent:** Friday, September 25, 2020 9:23 AM  
**To:** 'Halm, Charles E'  
**Cc:** Cartagena, Evelyn J; Animashaun, Nkechi; Cimino, Kelly  
**Subject:** RE: Program Year 2019 CAPERs - We want and need to hear from you!!!

Hi Charlie:

My initial date I have set for us submission of the CAPER is Monday, December 21<sup>st</sup>. I am actually working on both our FFY19 CAPER & FFY21 Annual Action Plan timelines this morning, but I think the 12/21 is probably a good date.

Thanks, Elizabeth

**M. Elizabeth Meadows, Chief**  
Community Planning and Grants  
HOWARD COUNTY DEPARTMENT OF  
HOUSING AND COMMUNITY DEVELOPMENT  
9820 Patuxent Woods Drive, Suite 224  
Direct Dial: 410-313-6324  
[emeadows@howardcountymd.gov](mailto:emeadows@howardcountymd.gov)

[www.HowardCountyMD.gov/2020census](http://www.HowardCountyMD.gov/2020census)



**From:** Halm, Charles E <[Charles.E.Halm@hud.gov](mailto:Charles.E.Halm@hud.gov)>  
**Sent:** Friday, September 25, 2020 9:12 AM  
**To:** Meadows, Elizabeth <[emeadows@howardcountymd.gov](mailto:emeadows@howardcountymd.gov)>  
**Cc:** Cartagena, Evelyn J <[Evelyn.J.Cartagena@hud.gov](mailto:Evelyn.J.Cartagena@hud.gov)>; Animashaun, Nkechi <[Nanimashaun@howardcountymd.gov](mailto:Nanimashaun@howardcountymd.gov)>;  
Cimino, Kelly <[krcimino@howardcountymd.gov](mailto:krcimino@howardcountymd.gov)>  
**Subject:** RE: Program Year 2019 CAPERs - We want and need to hear from you!!!

[Note: This email originated from outside of the organization. Please only click on links or attachments if you know the sender.]

Thank you very much for this timely reminder of the County's intent.

Does the County have a projected date by which the CAPER will be submitted?

**From:** Meadows, Elizabeth <[emeadows@howardcountymd.gov](mailto:emeadows@howardcountymd.gov)>  
**Sent:** Friday, September 25, 2020 9:01 AM  
**To:** Halm, Charles E <[Charles.E.Halm@hud.gov](mailto:Charles.E.Halm@hud.gov)>  
**Cc:** Cartagena, Evelyn J <[Evelyn.J.Cartagena@hud.gov](mailto:Evelyn.J.Cartagena@hud.gov)>; Animashaun, Nkechi <[Nanimashaun@howardcountymd.gov](mailto:Nanimashaun@howardcountymd.gov)>;

**Meadows, Elizabeth**

---

**From:** Meadows, Elizabeth  
**Sent:** Friday, September 25, 2020 9:01 AM  
**To:** 'Halm, Charles E'  
**Cc:** Evelyn J. Cartagena (evelyn.j.cartagena@hud.gov); Animashaun, Nkechi; Cimino, Kelly  
**Subject:** RE: Program Year 2019 CAPERs - We want and need to hear from you!!!  
**Attachments:** Howard County FFY19 CAPER Waiver Letter.pdf

Hi Charlie;

I thought I would resend for your reference.

Thank you, Elizabeth

**M. Elizabeth Meadows, Chief**  
Community Planning and Grants  
HOWARD COUNTY DEPARTMENT OF  
HOUSING AND COMMUNITY DEVELOPMENT  
9820 Patuxent Woods Drive, Suite 224  
Direct Dial: 410-313-6324  
[emeadows@howardcountymd.gov](mailto:emeadows@howardcountymd.gov)

[www.HowardCountyMD.gov/2020census](http://www.HowardCountyMD.gov/2020census)



**From:** Halm, Charles E <Charles.E.Halm@hud.gov>  
**Sent:** Thursday, September 24, 2020 7:12 PM  
**To:** Barbara W. Richardson (bwr Richardson@harfordcountymd.gov) <bwr Richardson@harfordcountymd.gov>; Brandon Mark (bmark@cityoffrederick.com) <bmark@cityoffrederick.com>; Cindy Stone (stonec@dhcd.state.md.us) <stonec@dhcd.state.md.us>; Colleen Mahony (cmahony@baltimorecountymd.gov) <cmahony@baltimorecountymd.gov>; Deborah J. Stern (dstam@ci.salisbury.md.us) <dstam@ci.salisbury.md.us>; Elizabeth Brush (EBrush@ACDSINC.org); Erin Shearman Karpewicz (EKarpewicz@ACDSINC.org) <EKarpewicz@ACDSINC.org>; James R. Majors (jim.majors@baltimorecity.gov) <jim.majors@baltimorecity.gov>; James Sylvester (jsylvester@acdsinc.org) <jsylvester@acdsinc.org>; Ja'Nai Streat (janai.streat@maryland.gov) <janai.streat@maryland.gov>; Jeff Mayhew (jmayhew@baltimorecountymd.gov) <jmayhew@baltimorecountymd.gov>; Jill Frick (jfrick@hagerstownmd.org) <jfrick@hagerstownmd.org>; Jonathan Kerns (JKerns@hagerstownmd.org); Joseph A. Adkins (jadkins@cityoffrederick.com) <jadkins@cityoffrederick.com>; Joseph Connor (joseph.connor@baltimorecity.gov) <joseph.connor@baltimorecity.gov>; Kathleen M. Koch (kkoch@acdsinc.org) <kkoch@acdsinc.org>; Cimino, Kelly (kcimino@howardcountymd.gov); Ken Tressler (ken.tressler@cumberlandmd.gov); Lee Borrer (lee.borrer@cumberlandmd.gov) <lee.borrer@cumberlandmd.gov>; Imetz@hagerstownmd.org; Marc A. DeOcampo (Business Fax); Meadows, Elizabeth (emeadows@howardcountymd.gov); Robyne Chaconas (robyne.chaconas@maryland.gov) <robyne.chaconas@maryland.gov>; Ronald D. Waters (waters@dhcd.state.md.us) <waters@dhcd.state.md.us>; Stephen P. Janes (steve.janes@baltimorecity.gov) <steve.janes@baltimorecity.gov>; Susan Moriarty (susan.moriarty@baltimorecity.gov) <susan.moriarty@baltimorecity.gov>; tcw@annapolis.gov  
**Cc:** Bal CPD <Bal\_CPD@hud.gov>  
**Subject:** Program Year 2019 CAPERs - We want and need to hear from you!!!

1



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**CPD Baltimore staff** – this email has been sent to our CDBG email list, which includes those persons principally responsible for s submission of plans and CAPERS.

\*\*\*\*\*

**CPD Formula Grant Managers** – Unless the world turns upside down, CAPERs are due ninety days after the end of the program year. For the 2019 CAPER, that date was 9/28/2020.

But the world has turned upside down.

Among the waivers and flexibilities resulting from decisions made by HUD in light of the coronavirus pandemic was a memo providing formula grantees with an automatic 2019 CAPER submission extension of an additional 90 days, which results in a new due date for the CAPERs of 12/27/2020, which happens to be the Sunday after Xmas. So let's just say the 2019 CAPERs are due by Monday 12/28/2020, per the waiver.

As we understand this waiver, formula grantees do not need to request from HUD a waiver of up to 90 additional days and to provide an argument why the late submission is justifiable. **However, they should be notifying their local HUD Office as to whether they will take advantage of this waiver.**

We emailed our formula grantees a while ago about this but received few responses. Now, on the threshold of the 90-day "deadline," we ask our formula grantees to do one of the following:

- (1) Submit their 2019 CAPER in IDIS, using the eCon Planning Suite software, by Monday 9/28/2020; or, if the CAPER will be submitted before or on 12/28/2020,
- (2) Notify this Office that they will take advantage of the waiver and, if so, provide a certain or approximate date when that CAPER will be submitted. An email notification to me, copying your CPD Baltimore Lead for plans and reports, would be the best way, I think.

We would really appreciate your timely response; knowing when CAPERs will be submitted will enable us to better plan to serve you in these unsettled times. Grantees will not be held to any projected submission schedule, but a word from you about when you think you can submit would be very much appreciated. [If you have already written us a letter on this

matter, no response is needed; however, if you have emailed us on this matter, please re-send that email or send a fresh one, as a reminder, at your option.]

But there is a third option.

Today, during training to CPD Field staff, we were instructed that if a grantee does **not** believe that it will be able to submit its CAPER until after the 180-day time frame, it should, consistent with 91.20, request in writing from the CPD Baltimore office an submission extension authorization past that date and in that submission provide good cause *why* the extension should be approved. This extension should be in the form of a letter to me.

Thank you very much in advance for your timely attention to this matter.

Mr. Charles Halm

CPD Director

HUD Baltimore Office

Bank of America Bldg Tower II

100 South Charles Street 5<sup>th</sup> Floor

Baltimore, MD 21201

Email - [charles.e.halm@hud.gov](mailto:charles.e.halm@hud.gov)

HUD phone – (410) 209-6541

HUD fax – (410) 209-6672

Home phone – (410) 366-5719

Cell phone – (443) 418-6025



# Project Descriptions and Outcomes

## FFY2019 CAPER - PROJECT DESCRIPTIONS & OUTCOMES

### CDBG SPECIFIC ACTIVITY

Howard County used CDBG funds to address the following Consolidated Plan objectives during FFY2019. Activities carried out the past year are listed below by national objective.

#### LOW TO MODERATE HOUSING (LMH) ACTIVITIES:

The following activities provided or improved permanent residential structures to be occupied by low to moderate-income households under 570.208(a)(3):

HOMEOWNER REHAB PROGRAM \$174,173.30  
IDIS Project # 651

Rebuilding Together Howard County, Inc., a 501 (c)(3) nonprofit, used CDBG funding to administer the Year-Round Homeowner Rehab program throughout Howard County. The program was developed as a key tool in Howard County's toolbox to preserve affordable housing stock for income-eligible homeowners in the county. The CDBG funding has allowed Rebuilding Together to address rehabilitation needs that mitigate situations within the home that compromise the health and safety of residents living there. These upgrades allow the homeowner to remain in the home for many years to come; and stabilize the neighborhood as well.

Accomplishment Data: During this program year, due to the COVID-19 pandemic, the Governor issued an Executive Order for the State of Maryland which requires residents to stay at home, and as a result of the pandemic Rebuilding Together services had to be shifted to respond to the crisis. This CDBG activity (Home Repairs) has been given an amended grant term to allow for a safe administration of these home repairs and will be performed during the period July 1, 2019 through June 30, 2021.

National Objective: 24 CFR 570.208(a)(3) – Low to Moderate Housing Benefit

Eligible Activity: 24 CFR 570.202 – Rehab single units, residential

Beneficiaries	Race (households)	Hispanic	Elderly	Female HH	% AMI
0 Households					0-80%

**BRIDGES ALLIANCE SCATTERED SITE ACQUISITION**  
**IDIS # 654**

**\$249,090.18**

Bridges to Housing Stability, Inc., a 501 (c)(3) nonprofit, utilized CDBG Program funds to acquire one (1) housing unit in FFY19 to rent to persons working in Howard County earning between 30 percent and 60 percent AMI as defined by HUD.

Income eligibility: Howard County residents between 0% - 80% Area Median Income for the Baltimore Metropolitan Region, adjusted by family size, as established by HUD.

Accomplishment Data: During this program year, Bridges purchased two (2) 2-bedroom, with bath condominium properties; both in an area of opportunity in Howard County. This affordable rental units were created to provide two ((2) income-eligible households, working in Howard County with stable, affordable rental housing.

National Objective: 24 CFR 570.208(a)(3) – Low to Moderate Housing Benefit  
Eligible Activity: 24 CFR 570.201(a) – Acquisition of Real Property

Beneficiaries	Race (persons/households)	Hispanic	Female HH	% AMI
2 Households	1 White 1 Black	0	2	<80%

**HOWARD COUNTY HOUSING COMMISSION (HCHC) – REHAB** **\$101,507.52**  
**IDIS # 640**

Howard County Housing Commission, a 501 (c)(3) nonprofit, CDBG Program funds to rehabilitate twenty-one (21) rental housing units they own for families in their Housing Choice Voucher Program. The renovations are going to increase safety and preserve affordable housing for families residing in the units. The household incomes average \$25,000.00 per year or less, which equates to about 30 % AMI as defined by HUD.

Income eligibility: Howard County residents between 0% - 80% Area Median Income for the Baltimore Metropolitan Region, adjusted by family size, as established by HUD.

Accomplishment Data: During this program year, HCHC used CDBG funding for rehabilitation costs for 21 units to preserve affordable housing for HCHC's residents.

National Objective: 24 CFR 570.208(a)(3) – Low to Moderate Housing Benefit  
Eligible Activity: 24 CFR 570.202 – Rehab single units, residential

Beneficiaries	Race (persons/households)	Hispanic	Female HH	% AMI
21 Households	6 White 18 Black	3	18	<80%

**LOW TO MODERATE INCOME AREA (LMA) ACTIVITY:**

In FFY2018 the following activities benefitted a low to moderate-income area pursuant to 570.208(a)(1).

**ROGER CARTER RECREATION CENTER RE-DEVELOPMENT** \$1,858,065.75  
**IDIS # 562**

The Howard County Housing Commission, a 501 (c)(3) nonprofit and a Howard County Housing and Community Development Organization, invests annual CDBG funds under an approved Pre-award strategy for this project. The Roger Carter Recreation Center Re-development is a key vehicle for neighborhood revitalization. This activity will benefit the residents of Burgess Mill Station and surrounding Ellicott City area in the community located on Burgess Mill Way, Ellicott City, MD 21043. This is an on-going activity until 2043

**National Objective:** 24 CFR 570.208(a)(1) – Low-Mod Area Benefit

**Eligible Activity:** 24 CFR 570.201(c) – Neighborhood Facilities

**LOW TO MODERATE CLIENTELE (LMC) ACTIVITIES:**

The following activities benefitted low to moderate-income clientele pursuant to 91.520(a) and (c):

**EMERGENCY PUBLIC FACILITY PROJECT** \$24,000  
**IDIS #642**

The Howard County Housing Commission, a 501 (c)(3) nonprofit, invests annual CDBG funds under an approved Pre-award strategy for this project. This activity allocated funds to support the property acquired by long-term leasing of a public facility being utilized as a provision of emergency housing. This activity is administered by Hope Works of Howard County, Inc., another 501 (c)(3) nonprofit. The activity provides safety to Howard County residents who are struggling with domestic abuse.

**Accomplishment Data:** During this activity program year, 78 persons fleeing domestic violence situations received emergency sheltering and supportive services.

**National Objective:** 24 CFR 570.208(a)(2) – Low-Mod Limited Clientele

**Eligible Activity:** 24 CFR 570.201(e) – Homeless Facilities

Beneficiaries	Race (persons)	Hispanic	Female HH	% AMI
78	22 White 47 Black 2 Amer. Ind./Alaskan & White 4 Asian 1 Black/White 2 Other Multi-racial	10	59	Presumed Benefit - Homeless

**HELP END HOMELESSNESS FACILITY IMPROVEMENT**  
**IDIS #650**

**\$15,000**

Help End Homelessness Howard County (HEH), a 501 (c)(3) nonprofit, will utilize CDBG funds to replace the existing HVAC system with a more energy efficient unit in one of the units that houses a previously homeless Howard County family.

Eligibility requirement: HEH relies on the Howard County Coordinated System of Homeless Services (CSHS) to assist in identifying clients who are receiving supportive services and are in need of affordable housing.

Accomplishment Data: During this activity program year, 1homeless Howard County household of maintained affordable housing and support services to help stabilize their family.

National Objective: 24 CFR 570.208(a)(2) – Low-Mod Limited Clientele

Eligible Activity: 24 CFR 570.201(e) – Homeless Facilities

Beneficiaries	Race (persons)	Hispanic	Female HH	% AMI
5	1 Black		1	0-80%

**LIVING IN RECOVERY FACILITIES IMPROVEMENT**  
**IDIS #649**

**\$24,028.71**

Living in Recovery Inc., a 501 (c) (3) non-profit in Howard County will utilized CDBG funds in FFY19 for a roof replacement, bathroom renovations, regrade yard, install asphalt, reconfigure basement, and replace floor covering in one their sober living facilities. The facility serves income-eligible Howard County residents recovering from addictions that earn between zero and eighty percent of the area median income (AMI) for the HUD Baltimore-Columbia-Towson Metropolitan Statistical Area (MSA).

Accomplishment Data: During this activity program year, 57 persons recovering from addictions received access to sober sheltering and supportive services.

National Objective: 24 CFR 570.208(a)(2) – Low-Mod Limited Clientele

Eligible Activity: 24 CFR 570.201(c) – Facilities for Persons with Disabilities

Beneficiaries	Race (persons)	Hispanic	Female HH	% AMI
57	37 White 17 Black 1 Asian 2 Other Multi-racial	0	0	0 – 80%



Eligible Activity: 24 CFR 570.201(e)(1) – Public Service - Homeless

Beneficiaries	Race (persons)	Hispanic	Female HH	% AMI
105	27 White 58 Black 1 Asian 6 Amer. Ind./Alaskan & White 1 Asian & White 3 Black/White 3 Amer. Ind. / Al. Native & Black 6 Other multi-racial	0	26	Presumed Benefit - Homeless

**TRANSITIONAL HOUSING PROGRAM**  
IDIS #648

\$34,528.43

Hope Works of Howard County, Inc., a 501 (c)(3) nonprofit, used CDBG funding to provide partial salary for the Transitional Housing Victims Advocate and partial utility payments for their transitional houses to operate their program. The Transitional Housing Program provides housing to Howard County residents that are made homeless due to experienced violence and allows for available stays up to 1 year. Clients have access to all Hope Works services such as legal advocacy/representation, clinical counseling and case management. Referrals for employment training, education and other community services are also available.

Accomplishment Data: During this activity program year, 23 persons fleeing domestic violence situations received emergency sheltering and supportive services. Of those receiving services, 18 were female-headed households.

National Objective: 24 CFR 570.208(a)(2) – Low-Mod Limited Clientele

Eligible Activity: 24 CFR 570.201(e) – Homeless Facilities

Beneficiaries	Race (persons)	Hispanic	Female HH	% AMI
23	5 White 14 Asian 4 Other Multi-racial	3	8	Presumed Benefit - Homeless

HOUSING STABILITY PROJECT -  
IDIS # 647

\$ 98,907.30

The Community Action Council of Howard County, Inc., a 501 (c)(3) nonprofit, used CDBG funding to provide housing stability for low and moderate-income Howard County residents through eviction prevention. Direct payment to landlords and/or mortgage companies will be determined by an eviction judgment.

Accomplishment Data: During this program year, 290 people were diverted from becoming homeless and maintained housing by accessing prevention funding to halt evictions.

National Objective: 24 CFR 570.208(a)(2) – Limited Clientele Benefit  
Eligible Activity: 24 CFR 570.201(e) – Public Service

Beneficiaries	Race (persons)	Hispanic	Female HH	% AMI
290	14 White 227 Black 49 Other multi-racial	22	241	< 80%

FAIR HOUSING REGIONAL AI COORDINATOR  
IDIS # 653

\$6,000.00

Fair Housing Regional AI Coordinator:

Howard County along with Baltimore City, Anne Arundel, Baltimore, and Harford County fund a portion of the salary for a Regional AI Coordinator. Howard County in cooperation with these jurisdictions contracted with a consultant to complete a regional and jurisdiction specific Analysis of Impediments to Fair Housing (AI) which was formally accepted in February 2012. The AI Coordinator works to guide the implementation of the regional initiatives to address identified potential impediments to Fair Housing Choice.

These activities are funded out of the 20% Administration cap.

HOME PROGRAM SPECIFIC ACTIVITIES

SETTLEMENT AND DOWNPAYMENT LOAN PROGRAM (SDLP)- \$120,000

Howard County Department of Housing and Community Development  
Division of Housing Opportunities- \$ 120,000.00

Howard County's DHCD used HOME Program funds internally to provide down payment and closing cost assistance to income eligible households. HOME Program funds were awarded settlement or down payment assistance as deferred loans, payable only upon the sale, foreclosure or change from a non-primary residence. All properties were vetted for environmental impact before any program funds were disbursed to eligible buyers. All eligible candidates of the

homebuyer program participated in and completed homebuyer classes offered by Making Change Inc., a non-profit organization within the County that offers financial literacy classes and workshops.

Accomplishment Data: The Division of Housing Opportunities assisted five (5) households to purchase single-family residential units within the County, and the addresses are listed below;

- o 7017 Cherry Avenue, Unit 12A – IDIS # 656
- o 6728 Ducketts Lane – IDIS # 657
- o 5914 Rowanberry Drive, Unit G50 – IDIS # 658
- o 7373 Kerry Hill Court – IDIS # 659
- o 8742 Rose Lane – IDIS # 660

Beneficiaries/Households	Race (persons served)	Hispanic	Female HH	% AMI
5	2 Black/African American 8 Asian 5 Asian & White	0	0	< 80%

**COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO) - \$162,000.00  
IDIS # 618**

At present, Howard County has one (1) established and certified CHDO in the County. iHomes Inc. a 501 3 (c) non-profit organization that has partnered with the County on several other affordable housing projects, initially intended to use FFY2016 and FFY2017 program funds to purchase one (4) single family condominium units, each of which will house two (2) persons that have developmental disabilities, thereby producing five (5) single room occupancy units.

Accomplishment Data: iHomes, Inc. used HOME program funds to acquire one (1) 2-bedroom condominium unit and one (1) 3-bedroom townhome unit to create five (5) single room occupancy (SRO) for five (5) extremely low-income persons that have a developmental disability in Howard County.

Beneficiaries/Households	Race (persons)	Hispanic	Female HH	% AMI
4 (leased)	3 White 1 Black/African American	0	N/A	0-30%